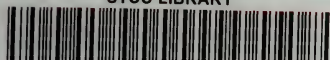


STCC LIBRARY



3 8132 0002 7407 3

# Technical Community College

Catalog 2009





# Springfield Technical Community College

Exceptional Education. Proven Results.

## Mission Statement

Springfield Technical Community College, a leader in technology and instructional innovation, transforms lives through educational opportunities that promote personal and professional success.

## Vision Statement

Springfield Technical Community College will be the leading edge educational solution for workforce, community, and innovation.

**For more information contact our  
Admissions Office:**

**phone: (413) 755-3333**

**TDD (413) 746-0079**

**email: [Admissions@stcc.edu](mailto:Admissions@stcc.edu)**

**web: [www.stcc.edu](http://www.stcc.edu)**

One Armory Square, Suite 1, P.O. Box 9000, Springfield, MA 01102-9000

# TABLE OF CONTENTS

General Information .....	4
Curricula of the College .....	9
<b>DEGREE AND CERTIFICATE PROGRAMS</b>	
Arts, Humanities, and Social Sciences .....	12
Early Childhood Education .....	14
Law Enforcement/Criminal Justice .....	15
Law Enforcement Certificate .....	16
Business and Information Technologies .....	17
Business Administration .....	18
Accounting .....	20
Finance .....	20
Management .....	21
Sports and Entertainment Management .....	21
Entrepreneurship Option .....	22
Marketing .....	24
General Business .....	24
Transfer Compact Option .....	25
Information Technologies .....	26
Computer Information Technologies .....	26
Computer & IT Security Option .....	27
Microcomputer Specialist Option .....	27
Programmer Option .....	28
Web Programming Option .....	29
Microcomputer Specialist Certificate .....	30
Programmer Certificate .....	31
Health Information Technologies .....	31
Medical Coding and Billing Specialist .....	31
Medical Coding/Billing Specialist Certificate .....	32
Office Information Technologies .....	33
Office Information Tech. - Executive Option .....	34
Medical Office Information Technology Option .....	35
Comp. Soft. Applications Specialist Option .....	36
Clerical Office Assistant .....	37
Computer Applic. Spec. Certificate .....	38
Geographic Information Systems Certificate .....	38
Microsoft Office Certificate .....	39
Engineering Technologies .....	41
Automotive Technology Certificate .....	43
Civil Engineering Technology .....	44
Architectural Technology Transfer Option .....	45
Architectural Technology Certificate .....	46
Construction Management Option .....	47
Construction Management Certificate .....	48
Computer Systems Engineering Technology .....	48
Computer Systems Engineering Tech. Certificate .....	50
Digital Media Production .....	51
Teleproduction Technology Option .....	51
Multimedia Technology Option .....	52
Electrical Engineering Technology .....	53
Electrical/Robotics Technology Certificate .....	54
Electronic Systems Engineering Technology .....	54
Electronic Systems Engineering Technology Certificate .....	55
Energy Systems Technology .....	56
Heating/Ventilation/Air Conditioning Certificate .....	57

Environmental Technology .....	58
Clean Water Technology .....	58
Fire Protection and Safety Technology .....	59
Fire Science Certificate.....	60
Graphic Arts Technology .....	60
Commercial Art Option .....	61
Digital Photography Option .....	62
Digital Photography Certificate .....	62
Graphic Arts Technology Certificate .....	63
Digital Publishing Certificate.....	63
Landscape Design and Management Technology.....	64
Transfer Compact Option .....	65
Landscape Design & Management Certificate.....	66
Laser Electro-Optics Technology .....	67
Mechanical Engineering Technology .....	68
Computer-Aided Drafting Certificate.....	70
Computer-Aided Manufacturing Certificate.....	70
CAD/CAM Certificate .....	71
CNCO Certificate .....	72
Telecommunications Technology .....	72
Health.....	74
Interdisciplinary Health Studies.....	78
Clinical Laboratory Science .....	78
Clinical Laboratory Assistant Certificate .....	79
Cosmetology.....	80
Dental Assistant .....	82
Dental Hygiene .....	83
Diagnostic Medical Imaging.....	84
Echocardiography .....	84
Nuclear Medicine.....	86
Radiography.....	88
Sonography.....	90
Integrative Health Care .....	91
Massage Therapy.....	91
Massage Therapy for Allied Health Prof. Cert.....	92
Medical Assistant .....	93
Medical Assistant Certificate .....	95
Rehabilitation Therapies.....	96
Occupational Therapy Assistant .....	96
Physical Therapist Assistant.....	98
Respiratory Care .....	100
Surgical Technology.....	101
Liberal Arts Transfer and General Studies .....	105
General Studies .....	106
Commonwealth Transfer Compact Option.....	107
University Without Walls Transfer Option .....	108
Pre-Health Options .....	110
Health Aide Certificate .....	110
Pre Engineering/Science Transfer Option .....	110
Bilingual Program Option .....	111
Non-Matriculating Option .....	111
Liberal Arts Transfer.....	111
Liberal Arts Transfer Option.....	111
Fine Arts Option .....	112
Teacher Education Transfer .....	113
Elementary Education Option .....	114
Secondary Education Option .....	114



Math, Sciences, and Engineering Transfer .....	116
Engineering and Science Transfer.....	118
Engineering Transfer Option (Chemical, Civil, Electrical, Environmental, Industrial, Mechanical Engineering).....	119
Computer Science Transfer Option.....	120
Technical Engineering Option.....	120
Science Transfer Option	
Biology Option.....	122
Pre-Medical/Pre-Dental/Pre-Veterinary Option.....	123
Chemistry Option.....	123
Mathematics Option.....	124
Physics Option.....	125
Technical Engineering Certificate.....	126
Biotechnology .....	127
Biotechnology Manufacturing Certificate .....	128
Nursing.....	131

## **COURSE DESCRIPTIONS**

Course Descriptions by Subject.....	136
-------------------------------------	-----

## **ADMISSIONS, FINANCIAL, ACADEMIC AND STUDENT INFORMATION**

Admissions Information.....	278
Financial Information .....	283
Veterans' Information.....	289
Academic Information .....	290
Student Information and Services .....	295
School of Continuing Education .....	300
Center for Business and Technology.....	300

## **DIRECTORIES**

STCC Board of Trustees .....	303
Massachusetts Department of Higher Education .....	304
Administrative Directory .....	305
Department Chairs/Program Coordinators .....	307
Administration, Faculty, and Professional Staff .....	308
Part-Time Faculty and Professional Staff .....	321
Clinical Faculty .....	326
Directions to STCC .....	331
Campus Map .....	332
Policies and Disclosures .....	inside back cover

# General Information

## **Diverse student body**

Whether you are a recent high school graduate, or have been away from college for many years, you will find people like you at STCC, as well as a wide diversity of other students, who add to the richness of the college experience. Most of our students come from the Greater Springfield area; however, students are drawn from other parts of Massachusetts or from adjoining states, by the college's wide range of academic offerings and many students come from other countries around the world.

Of the 6,331 students taking credit courses in fall 2008, 52% were under 25 years of age and 43% were studying full-time. Thirty-nine percent of our students are minority. While most of our students come to STCC with a high school diploma, others have already completed bachelor's degrees, master's degrees, or even a doctorate.

## **Career programs**

STCC is known for its career programs in health, engineering technologies, and business, one of the widest selections offered by a community college in New England. You will find academic programs that are uncommon in this region, from laser electro-optics technology to nuclear medicine. Advisory boards of area professionals make sure STCC is offering the latest concepts and skills for your future.

There are uncommon academic experiences for you here. STCC's virtual hospital, one of the largest installations of patient simulation units at a community college in the U.S., provides invaluable experience for health students in interacting with other disciplines and with patients in widely varying situations. National corporations such as Microsoft, Verizon, Cisco, Intel, and IBM have partnered with STCC, benefiting students in several programs.

## **Transfer programs**

STCC is also a transfer institution, providing a solid foundation for a baccalaureate degree. Graduates transfer to a wide variety of four-year institutions, from Springfield-area colleges, to Rensselaer Polytechnic Institute, to Smith College or Mount Holyoke, and often to the University of Massachusetts.

STCC has joint admission agreements with all five Springfield private colleges, as well as articulation agreements with many other four-year colleges, in this region and beyond.

## **Faculty and staff**

One hundred sixty of STCC's faculty teach full-time. Our part-time faculty include clinical faculty who guide health students in their practicum experiences at area hospitals, medical centers, and other healthcare facilities

## **Economic development**

Because of the college's many career programs, as well as the computer and professional development workshops offered by the Center for Business and Technology, STCC is a major source of trained employees for business and industry throughout the region.

For students interested in forming their own business, there are academic programs in entrepreneurship. The practical application of that knowledge is available in the Scibelli Enterprise Center, where the Entrepreneurial Institute's Student

Business Incubator assists high school and college students in learning how to launch and grow their own business.

## **Historic Campus**

Springfield Technical Community College is located on the 55-acre Springfield Armory National Historic Site. In 1789, George Washington selected this site on for the nation's first arsenal; Springfield Armory was established by Congress in 1794. In January, 1787, Daniel Shays led his ill-fated rebellion here, attempting to capture the military stores in protest of heavy taxes following the Revolutionary War, an event which influenced the adoption of the U.S. Constitution.

In its 174-year history, Springfield Armory was the center for research, development, and manufacture of most of the small arms that American soldiers depended on. Manufacturing innovations at the Armory and its skilled workers spread throughout the Connecticut River Valley, creating a region known for precision manufacturing. After World War Two, production decreased at the Armory, and in 1964 the decision was announced to phase out the historic installation.

### **History of STCC**

Also in 1964, Springfield Technical Institute was established by the City of Springfield on the grounds of the former Trade High School, and was operated jointly by the Springfield School Committee and the state Department of Health, Education, and Welfare. The Institute was flooded with more applications than it could handle, and the plans to decommission the Armory provided a solution.

In the summer of 1967, STI moved into three buildings on the Armory grounds, and opened in September under the jurisdiction of the Massachusetts Board of Regional Community Colleges. In April, 1968 the Armory was officially closed, and in August of that year, the Institute's name was changed to Springfield Technical Community College.

Today, the grounds are shared by the federal and the state government. The 20 acres under the jurisdiction of the National Park Service contain the Armory Museum and the former commanding officer's quarters. The remaining 35 acres comprise the campus of STCC, a combination of historic brick buildings, the oldest dating to 1808, and modern structures of classrooms and labs.

### **GOVERNANCE**

The Massachusetts Department of Higher Education has responsibility for the Commonwealth's public institutions of higher education.

The Springfield Technical Community College Board of Trustees established in 1981, is the local governing body of the College. The eleven-person board includes one member representing the alumni of the College, and one student member elected each year by the student body.

### **SHARED GOVERNANCE**

Shared governance was instituted at STCC in 1998 through a vote of all college employees. The structure of shared governance includes a campus-wide town meeting which meets twice a semester, and five standing committees. A coordinating committee refers items to the appropriate standing committee or to a quality team it creates. It also tracks and reports on the progress of each issue. This committee includes a representative of each standing committee, the president of the Student Government Association, the president of the college, a steward of the classified union and the president of the professional staff/faculty union, and is chaired by the shared governance coordinator.

### **ACCREDITATION**

Springfield Technical Community College is accredited by the New England Association of Schools and Colleges, Inc., a non-governmental, nationally recognized organization whose affiliated institutions include elementary schools through collegiate institutions offering post-graduate education.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the New England Association is not partial, but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or



## GENERAL INFORMATION

the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the New England Association should be directed to the administrative staff of the school or college. Individuals may also contact the Association:

Commission on Higher Education  
New England Association of Schools and Colleges  
The Sanborn House, 15 High Street  
Winchester, Massachusetts 01890  
(617) 729-6762

The College is approved by the Board of Collegiate Authority, Massachusetts Department of Education; by the Massachusetts Rehabilitation Commission; by the United States Office of Education for listing in the Directory of Higher Education; for the National Defense Student Loan Program; for federal assistance from any unit of the Department of Health, Education, and Welfare; by the United States Veterans Administration for the admission of veterans and war orphans; by the United States Department of Justice as a place of study for non-immigrant students; and by the United States Internal Revenue Service as a non-profit organization.

Individual programs in the School of Health are accredited as follows:

Clinical Laboratory Assistant	
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	2007-2011
Clinical Laboratory Science	
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)	2008-2015
Dental Assistant	
American Dental Association (ADA) Commission on Dental Accreditation	2005-2012
Dental Hygiene	
American Dental Association (ADA) Commission on Dental Accreditation	2005-2012
Diagnostic Medical Sonography	
Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDEMS)	1/04 to 2009
Commission on Accreditation of Allied Health Education Programs (CAAHEP)	
Massage Therapy	
Commission on Massage Therapy Accreditation (COMTA)	10/06-2016
Medical Assistant	
The American Association of Medical Assistant's Endowment (AAMAE)	2006-2016
Commission on Accreditation of Allied Health Education Programs (CAAHEP)	
Nuclear Medicine	
Joint Review Committee on Educational Programs in Nuclear Medicine Technology (JRCNMT)	2005-2012
Nursing	
National League for Nursing Accrediting Commission	2006-2014
Mass. Board of Registration in Nursing	
Occupational Therapy Assistant	
The Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)	8/01 to 2010/11
Physical Therapist Assistant	
Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (APTA/CAPTE)	5/98 to 2008
Radiography	
Joint Review Committee on Education in Radiologic Technology (JRCERT)	2006-2011



## Respiratory Care

Committee on Accreditation for Respiratory Care (COARC) 2007-2016  
 Commission on Accreditation of Allied Health Education Programs (CAAHEP)

## Surgical Technology

Accreditation Review Committee on Education in Surgical Technology  
 (ARC-ST) 2005-2015  
 Commission on Accreditation of Allied Health Education Programs (CAAHEP)

**CERTIFICATION RESULTS**

Certification exam results for the Class of 2007 in the School of Health:

Program	Grads: #	Taking Exam	%	Passing
Clinical Lab Assistant	3	1	1	100%
Clinical Lab Science	10	6	6	100%
Cosmetology	27			
Dental Assistant	17			
General Chairside		1	1	100%
Radiation health/safety		1	1	100%
Infection control				
Dental Hygiene	15			
National Board Exam		15	15	100%
Northeast Regional Board		15	15	100%
Diagnostic Medical Sonography	10	Cert. Results will not be available until April 1		
Abdomen		1	1	100%
OB/GYN		1	1	100%
Physics		1	1	100%
Massage Therapy	No certification exam required			
Medical Assistant (A.S.)	16			
Medical Assistant (Certificate)	31			
Nuclear Medicine	9	7	6	86%
Nursing				
Occupational Therapy Assistant	3	2	1	50%
Physical Therapist Assistant	11	11	11	100%
Radiography	15	14	14	100%
Respiratory Care	11	11	11	100%
Surgical Technology	7	3	3	100

**COOPERATING COLLEGES OF GREATER SPRINGFIELD**

The Cooperating Colleges of Greater Springfield is an educational consortium composed of the eight public and private colleges in the Greater Springfield area: American International College, Bay Path College, Elms College, Holyoke Community College, Springfield College, Springfield Technical Community College, Western New England College, and Westfield State College. Founded in 1971, the organization fosters the sharing of programs, talents, and facilities, to bring to this area the educational resources of a university while retaining the initiative and vitality of independent institutions.

## Academic Exchange

Cross registration has been established so that in each semester or term, any CCGS

## GENERAL INFORMATION

student attempting at least six semester hours in a degree program may enroll at another college for any regular-term course in the day division that is not offered at his or her own institution, as long as the desired course is not over-subscribed. The student is billed by his or her home institution. This cross-registration includes an Army ROTC program (call Western New England College at 782-1345), and an Air Force ROTC program (call the University of Massachusetts at 545-2451.)

### Libraries

All students, faculty, and staff of the CCGS colleges can borrow many materials from the member libraries and the Springfield City Library. A valid college ID with library barcode is needed to check out materials.

# Curricula of the College

## ARTS, HUMANITIES, AND SOCIAL SCIENCES

Early Childhood Education

Law Enforcement

## BUSINESS AND INFORMATION TECHNOLOGIES

Business Administration

Accounting

Finance

General Business

Option: Transfer Compact

Management

Option: Entrepreneurial Studies

Option: Sports and Entertainment Management

Marketing

Information Technologies

Computer Information Technologies

Option: Computer and IT Security

Option: Microcomputer Specialist

Option: Programmer

Option: Web Programming

Geographic Information Technologies

Health Information Technologies

Option: Medical Coding and Billing Specialist

Office Information Technologies

Clerical Office Assistant \*

Option: Office Administration - Executive

Option: Office Administration - Medical

Option: Computer Software Applications Specialist

Option: Virtual Assistant

## ENGINEERING TECHNOLOGIES

Civil Engineering Technology

Option: Architectural Technology Transfer

Option: Construction Management

Computer Systems Engineering Technology

Digital Media Production

Option: Teleproduction Technology

Option: Multimedia Technology

Electrical Engineering Technology

Electronic Systems Engineering Technology

Energy Systems Technology

Fire Protection and Safety Technology (evening only)

Graphic Arts Technology

Option: Commercial Art

Option: Digital Photography

Landscape Design and Management Technology

Option: Transfer Compact

Laser Electro-Optics Technology

Mechanical Engineering Technology

Telecommunications Technology

## ACADEMIC PROGRAMS

### HEALTH

Clinical Laboratory Science

Cosmetology \*

Dental Assistant \*

Dental Hygiene

Diagnostic Medical Imaging

Echocardiography (*Expected Fall 2009*)

Nuclear Medicine

Radiography

Sonography

Integrative Health Care:

Massage Therapy

Medical Assistant

Nursing

Rehabilitation Therapies:

Occupational Therapy Assistant

Physical Therapist Assistant

Respiratory Care

Surgical Technology

### LIBERAL ARTS TRANSFER AND GENERAL STUDIES

Liberal Arts/General Studies

Option: Commonwealth Transfer Core

Option: University Without Walls

Liberal Arts Transfer

Option: Liberal Arts Transfer Option: Fine Arts

Option: Teacher Education Transfer–Elementary

Option: Teacher Education Transfer - Secondary

### MATH, SCIENCES, AND ENGINEERING TRANSFER

Biotechnology

Engineering and Science Transfer

Option: Biology

Option: Chemistry

Option: Computer Science Transfer

Option: Engineering Transfer

Option: Mathematics

Option: Physics

Option: Pre-Medical/Pre-Dental/Pre-Veterinary

Option: Technical Engineering

\*Certificate Program



**CERTIFICATE OF COMPLETION PROGRAMS**

Automotive Technology  
Architectural Technology  
Biotechnology Manufacturing  
CAD/CAM  
Clinical Laboratory Assistant  
CNC Operations  
Computer Software Applications Specialist  
Computer-Aided Drafting  
Computer-Aided Manufacturing  
Computer Systems Engineering Technology  
Construction Management  
Digital Photography  
Digital Publishing  
Electrical/Robotics Technology  
Electronic Systems Engineering Technology  
Fire Science Technology  
Geographic Information Systems  
Graphic Arts Technology  
Health Aide  
Heating/Ventilation/Air Conditioning  
Landscape Design and Management Technology  
Law Enforcement/Criminal Justice  
Massage Therapy for Licensed Healthcare Professionals  
Medical Assistant  
Medical Coding and Billing Specialist  
Microcomputer Specialist  
Microsoft Office  
Programmer  
Technical Engineering  
Clean Water Technology

## Arts, Humanities, and Social Sciences



Theresa Berard, '08, is continually creating new ways to express herself through art, from the designs she paints on her own face, to printmaking and painting, to multimedia, to a poetry slam, and the STCC Gospel Choir Club. She plays bass guitar and sings in the band *Watcher*, now releasing its second CD. She came to STCC for art, and is now at UMass continuing her studies and creative explorations.

The primary mission of the School of Arts, Humanities, and Social Sciences is to provide educational opportunities in support of the degree programs at STCC. These opportunities include studies in what is generally referred to as the "liberal arts," and they constitute the majority of requirements for the student's general education. With the exception of the Law Enforcement/Criminal Justice program, and the Early Childhood Education program which is offered this school does not offer programs or degree options. Yet, every student in the college takes courses through the school to fulfill the general education portion of their degree requirements. Thus, the School of Art, Humanities, and Social Sciences plays a pivotal role in the academic and intellectual development of all STCC students, whether they are pursuing a program toward a specific career path or preparing to transfer to a baccalaureate program.

As its title suggests, the scope of the school is broad. Within this breadth, students will find a wealth of possibilities for enrichment and a variety of subjects to explore. Under the banner of arts, course offerings include visual art and art history, theater history and drama, music appreciation and applied music courses. Courses in the humanities include English as a Second Language, remedial reading and writing, English composition and literature, multiple options in writing courses (from business to technical to creative writing), foreign languages, and philosophy. The Department of Social Sciences provides a wide array of offerings including courses in anthropology, sociology, history, psychology, political science, and economics, education, and law enforcement.

Through coursework in the School of Arts, Humanities, and Social Sciences, students are encouraged and challenged to investigate some of the enduring issues surrounding society and culture. It is by way of the "liberal arts" component of the curriculum that students learn to understand the context of their time and lives by studying other times and other lives. It is through the "liberal arts" that students develop critical thinking skills, and most importantly, where students learn to organize their thinking and to communicate effectively with others.

The School of Arts, Humanities, and Social Sciences is a co-sponsor, with the Office of Academic Affairs, and the Chicopee Savings Bank Endowment for Academic Excellence, of several special educational programs and cultural activities on the campus.

The Honors Certificate program provides for the needs of the highly motivated student by offering academic coursework and resources which challenge the student beyond the expectations of standard courses and degree requirements.

Each academic year the Ovations program brings locally and nationally acclaimed scholars, writers, artists, political figures and other professionals to the campus under the auspices of its lecture program. Ovations lectures and events are free and open to the entire STCC campus and Greater Springfield communities.

STCC Gallery Players offer theater productions once each semester in the campus theater. These events provide the opportunity for students to work alongside and participate with professional directors, actors, set designers, and technicians in experiencing all aspects of theatrical production. Gallery Players productions are open to the public for a modest fee.

The Amy H. Carberry Fine Arts Gallery at STCC provides a campus showcase for the exhibition of original works of art. These exhibitions attempt to showcase art by Connecticut Valley artists, and often include the works of professional artists, faculty and students of the college. The Fine Arts Gallery operates during the academic year, and enhances the cultural climate on the campus.



# Early Childhood Education

CHLD.AS

## Associate Degree Program

This course of study is designed to meet the ever-expanding needs for trained personnel in the field of early learning and child care. Graduates of the two-year program will be prepared to work in non-public early learning environments such as infant/toddler centers, family day care homes, group day care centers, nursery schools, private kindergartens, health care agencies, institutions and other schools and organizations offering early learning programs and/or child care and family education services.

The curriculum is designed to meet the standards of the National Association for the Education of Young Children and the Massachusetts Office of Child Care Services categories of study, and will provide students with a comprehensive understanding of the child care profession. Formal instruction integrated with four semesters of field work in early childhood settings, under supervision, will develop teaching dispositions and skills. Completion of these practica will enable the graduate to fulfill OCCS Lead Teacher employment requirements. Admission to the Early Childhood program however, does not guarantee practicum placement.

Applicants for admission to this program must be high school graduates or equivalent. Early Childhood students must earn a 2.0 quality point average (C) for each major course offering within the program. Included in this designation are Natural Science for Early Childhood Education and prerequisite courses, as well as courses with a "CHLD" prefix. Once accepted, all students in this department must undergo a Criminal Offender Record Information (CORI) or other check. Depending on the findings, the student may not be allowed to continue in the program of study. For further information on CORI, please contact the Office of the Dean of Health. Upon the successful completion of requirements of this program, as listed below, the degree of **Associate in Science in Early Childhood Education** will be awarded.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
CHLD-100	Introduction to Early Childhood Education	3		3
CHLD-110	Child Growth & Development	3		3
CHLD-120	Early Childhood Field Work		3	1
PSYC-100	General Psychology	3		3
SOCL-100	Introduction to Sociology	3		3
		<hr/> 15	<hr/> 3	<hr/> 16

### SEMESTER 2

ENGL-200	Comp. 2: Intro to Literature	3		3
CHLD-200	Curr. for Early Child. Educ. 1.	3	3	4
CHLD-220	Early Child. Field Work 2		6	2
BIOL-100	Nat. Sci. for Early Childhood	3	2	4
CHLD-215	Obs. & Rec. Child Behavior	1		1
HIST-110	Early U.S. History (or)			
HIST-210	Survey of Modern History	3		3
		<hr/> 13	<hr/> 11	<hr/> 17



**SEMESTER 3**

CHLD-300	Language & Reading Instruction in			
	Early Childhood	3	3	4
CHLD-225	Dynamics of Childhood Behavior	3		3
CHLD-335	Early Childhood Practicum 1		12	4
ENGL-203	Fund. of Oral Communication	3		3
	Math Elective	3		3
		<hr/> 12	<hr/> 15	<hr/> 17

**SEMESTER 4**

CHLD-140	School-Age Care and the NSACA	3		3
CHLD-400	Early Childhood Practicum 2		18	6
CHLD-425	Early Childhood Program Planning	3		3
SOCL-250	Sociology of the Family	3		3
		<hr/> 9	<hr/> 18	<hr/> 15

## Law Enforcement/Criminal Justice

### Associate Degree Program

LECJ.AS

A criminal justice program is offered primarily for students desiring to pursue a career in Law Enforcement. In addition, students desiring a pre-law school course of study will find the Law Enforcement Program most advantageous as the case method of study is employed wherever possible. There is opportunity for in-service police officers who are desirous of improving their knowledge and abilities through study of specific police science courses and various general education subjects.

The objective of this two-year program is to familiarize the student with legal, technical and practical aspects of law enforcement procedures. The ever-increasing crime rate, changing social order, changes in the criminal laws and major court decisions are all factors that have made the law enforcement officer's role one of extreme importance and ever-increasing complexity in modern society. Toward this end, the student will be provided with a strong background in the basic administration of justice as well as a general knowledge of the constitutional safe-guards as afforded in the Bill of Rights. This program also includes study in the social science area and a general choice of electives. This program was the first two-year program in Western Mass. to be approved for state promotional funding of police who complete quality criminal justice programs.

Upon the successful completion of requirements for this program, as listed below, the degree of **Associate in Science in Law Enforcement** will be awarded.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
SOCL-100	Intro. to Sociology	3		3
LECJ-100	Criminal Procedures 1	3		3
LECJ-110	Intro. to Crim. Justice	3		3
	Elective	3		3
		<hr/> 15		<hr/> 15

## LAW ENFORCEMENT/CRIMINAL JUSTICE

**SEMESTER 2**

ENGL-200	Comp. 2: Intro. to Lit.	3	3
SOCL-200	Social Problems	3	3
LECJ-200	Criminal Procedures 2	3	3
LECJ-230	Criminal Evidence	3	3
	Elective	3	3
		<hr/> 15	<hr/> 15

**SEMESTER 3**

PSYC-100	General Psychology	3	3
PSCI-100	Amer. Government and Politics *	3	3
LECJ-300	Criminal Law 1	3	3
LECJ-340	Criminal Investigation	3	3
	Elective	3	3
		<hr/> 15	<hr/> 15

**SEMESTER 4**

ENGL-202	Technical Report Writing	3	3
PSYC-400	Prin. of Normal/Abnormal Behavior	3	3
LECJ-400	Criminal Law 2	3	3
LECJ-450	Law Enforcement Mgmt. and Planning	3	3
	Elective	3	3
		<hr/> 15	<hr/> 15

\*HIST-110 or HIST-210 may be substituted.

**LAW ENFORCEMENT****LECJ.COC****Certificate of Completion program**

Developed in cooperation with the Massachusetts Chiefs of Police Association, the Law Enforcement Certificate program prepares students for a career in law enforcement. The certificate combines specialized criminal justice and general education coursework to provide students with the knowledge and skills they need to compete for entry in the Massachusetts law enforcement field. All of the credits earned in this certificate program can be applied to a Quinn Bill-eligible associate in science degree in criminal justice.

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
LECJ-110	Introduction to Criminal Justice	3		3
LECJ-120	Criminology	3		3
LECJ-230	Criminal Evidence	3		3
LECJ-240	Interpersonal Communications in Criminal Justice	3		3
LECJ-300	Criminal Law 1	3		3
LECJ-450	Law Enforcement Management and Planning	3		3
PSYC-100	General Psychology	3		3
SOCL-100	Introduction to Sociology	3		3
		<hr/> 27		<hr/> 27

Upon successful completion of the requirements for this program, a **Certificate of Completion in Law Enforcement** from STCC will be awarded.

## Business and Information Technologies



Luda Matushevsky, Student Government president in 2008, was born in Kyrgyzstan, grew up on Lithuania, and came to America at age 13. She majored at STCC in business management, added a second major in accounting, joined the women's basketball team, and led student participation in many campus initiatives. This year she's continuing to lead at Springfield College.

# Business Administration

BUSA

The Business Administration department offers a variety of programs to satisfy the needs of its students, who may plan to transfer to a four-year college or university to complete the baccalaureate degree or may wish to enter the field of business directly from STCC. The main objective of the Department is to enable the student to develop those skills and proficiencies that are essential to the competent performance of professional work either in the classroom or on the job.

There is a comprehensive range of elective courses available in each of the degree programs, allowing the student and faculty advisor to structure a program consistent with specific interests and goals.

## BUSINESS ADMINISTRATION

### Associate in Science degree programs

- Accounting
- Finance
- Management
- Sports and Entertainment Management Option
- Marketing
- General Business
- General Business/Transfer Compact Option
- General Business/Entrepreneurship Option

The Accounting, Finance, Management, Marketing and General Business degrees or options require a minimum of 21 credits of liberal arts, math and science courses and the remaining 41 credits in business and general course electives. These programs are designed to meet career objectives or transfer goals to four-year colleges. The General Business/Transfer Compact Option requires a minimum of 38 credits of liberal arts, math and sciences courses and the remaining 26 credits in business and general course electives. This program is designed to meet transfer requirements to four-year public colleges, or universities that are members of the Commonwealth Transfer Pact, or those colleges that are accredited by the AACSB (American Assembly of Collegiate Schools of Business).

All candidates for graduation must complete a minimum of 62 to 64 credit hours of course work, as well as maintain a minimum grade point average of 2.0.

Transfer students are required to complete a minimum of 15 credit hours of Business Department courses at Springfield Technical Community College.

Challenge and CLEP exams covering a number of career and general courses are available at STCC.

### CORE CURRICULUM:

The Department of Business Administration provides a common curriculum in the freshman year for most Associate Degree programs, exposing students to a variety of introductory business courses before they choose a degree and a major. Before a student can be completely scheduled, the College requires math and English placement tests. Depending on the results, students will be assigned one of the following English and math courses:

#### *English*

DRDG-091  
DRDG-092  
DWRD-099  
ENGL-100

Reading Level 1  
Reading Level 2  
Review for College Writing  
English Composition 1



*Math*

ARTH-071	Basic Math
ALGB-081	Elements of Algebra 1
ALGB-091	Elements of Algebra 2
MATH-122	Applied Math 1
BSTS-143	Business Statistics 1
MATH-157	Calculus for Business, Life and Social Sciences 1

Of these three English courses, only ENGL-100, English Composition 1, is accepted toward graduation. Of the six math courses, only MATH-122, Applied Math or MATH-157, Calculus for Business, Life and Social Sciences 1 for transfer students, or BSTS-143 Business Statistics for career students, are accepted toward graduation. While students might be placed in other math or English courses, and hence be required to complete them, these courses are considered developmental, and will not count toward graduation. Students who have been out of school for a number of years, or are weak in math and/or English, should review these skills before taking the placement tests. In this way, students will have the best chance of placing into an acceptable level of English and math. Students must place into DRDG-092 (reading) or higher and ALGB-081 or ALGB-087 (math) or higher, or be exempt, to be permitted to enroll in **any** business course. Enrollment in DWRT-099 does not change this requirement.

**FRESHMAN YEAR**

Common Core Requirements for most Business Administration programs.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
BSTS-143	Business Statistics 1 (or)			
MATH-122	Applied Math 1 (or)			
MATH-157	Calc. Bus., Life and Soc.Sci. 1 (or)			
STAT-142	Statistics (Note 1)	3		3
ACCT-110	Accounting1	5		4
MANG-110	Principles of Management	3		3
CMPA-160	Comp. Bas.: Conc. and Apps. (or)			
CMPA-101	Intro. to Word Processing (and)	1		1
CMPA-105	Intro. to Excel (and)	1		1
CMPA-110	Intro. to Access	1		1
		<hr/> 17		<hr/> 16

**SEMESTER 2**

ENGL-200	Comp. 2: Intro. to Lit. Math, Hum. or Soc. Sci. Elec (Note 1 and 2)	3		3
ACCT-210	Accounting 2	5		4
FINC-110	Intro. to Finance	3		3
MRKT-110	Principles of Marketing	3		3
		<hr/> 17		<hr/> 16

**NOTES:**

(1) Transfer students are advised to take MATH-122 Applied Math 1 or MATH-157 Calculus for Business, Life, and Social Sciences 1 or STAT-142 Statistics in Semester 1 and MATH-222 Applied Math 2, MATH-157 Calculus for Business, Life, and Social Sciences 1, or STAT-142 Statistics in Semester 2. Career students should take BSTS-143 Business Statistics 1 in Semester 1, a second math or a humanities or social science elective in Semester 2.

(2) Humanities electives include art, college theater, world languages, music, speech, philosophy, and literature. Social science electives include history, political science, sociology, psychology, and economics.

**Business Administration — Associate in Science Degree**

The information that follows illustrates the course sequence for the second year of study

**ACCOUNTING****ACCT.AS**

The demand for trained accountants has increased substantially with the growth and complexity of business and government. The modern accountant must have an appreciation of all aspects of business organizations as well as technical proficiency in the following accounting matters: maintaining accurate records, preparing and analyzing financial statements. This curriculum has been designed to help prepare the student to be that modern accountant. Manpower projections have typically shown that accountants are among those who are in high demand and well paid.

**Senior Year Courses****SEMESTER 3**

No.	Course Title	Class	Lab	Credits
ACCT-310	Intermediate Accounting 1	4		3
ACCT-313	Federal Income Tax (or)			
FINC-411	Managerial Finance	3		3
BLAW-314	Business Law Essentials	3		3
ECON-100	Economics 1	3		3
SOCL-100	Intro. to Sociology (or)			
PSYC-100	General Psychology	3		3
		<hr/> 16		<hr/> 15

**SEMESTER 4**

ACCT-311	Cost Accounting	4		4
ACCT-316	Computerized Accounting	3		3
ACCT-410	Intermediate Accounting 2	4		3
MANG-320	Business Ethics	3		3
ECON-200	Economics 2	3		3
		<hr/> 17		<hr/> 16

Upon the successful completion of the requirements for this program, as listed above, the degree of **Associate in Science in Business Administration Accounting** will be awarded.

**FINANCE****FINC.AS**

A study of the field of finance exposes the student to the sources and uses of money. Topics within courses include the raising of new capital, the efficient use of available funds, investing, money and banking, the Federal Reserve System and other basic studies related to the monetary system. Emphasis is given to analysis of financial statements as well as fiscal planning and management.

**Senior Year Courses****SEMESTER 3**

No.	Course Title	Class	Lab	Credits
ACCT-312	Managerial Accounting	3	1	3
BLAW-314	Business Law Essentials	3		3
FINC-411	Managerial Finance	3		3
CMPT-125	Introduction to Integration	1		1
ECON-100	Economics 1	3		3
SOCL-100	Intro. to Sociology (or)			
PSYC-100	General Psychology	3		3
		<hr/> 16	<hr/> 1	<hr/> 16

**SEMESTER 4**

FINC-310	Money and Banking	3	3
FINC-410	Investments	3	3
MANG-320	Business Ethics	3	3
ECON-200	Economics 2	3	3
	Elective: General	3	3
		<hr/> 15	<hr/> 15

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Business Administration-Finance** will be awarded.

**MANAGEMENT****MANG.AS**

The management program at STCC is designed to give the student a comprehensive background in the area of management. The curriculum is student-oriented primarily because its content respects the student's need for a challenging, thorough examination of the field of management, and because it provides a sound foundation for further study. In addition, specialized courses such as human resource management, organizational behavior, labor relations, production, and operation research provide the student with the necessary knowledge to make positive contributions to any commercial or non-commercial organization.

**Senior Year Courses****SEMESTER 3**

No.	Course Title	Class	Lab	Credits
MANG-310	Human Resource Management	3		3
ACCT-312	Managerial Accounting	3	1	3
BLAW-314	Business Law Essentials	3		3
CMPA-125	Introduction to Integration	1		1
ECON-100	Economics 1	3		3
SOCL-100	Intro. to Sociology (or)			
PSYC-100	General Psychology	3		3
		<hr/> 16	<hr/> 1	<hr/> 16

**SEMESTER 4**

MANG-427	Organizational Behavior	3		3
MANG-410	Labor Relations (or)			
MANG-411	Production Management	3		3
ECON-200	Economics 2	3		3
MANG-320	Business Ethics	3		3
	Elective: General	3		3
		<hr/> 15		<hr/> 15

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Business Administration-Management** will be awarded.

**SPORTS AND ENTERTAINMENT MANAGEMENT OPTION****SEMT.AS**

This option provides students with a solid foundation in business and management concepts. In addition, students acquire specific knowledge about the sports and entertainment industries. Through case studies, team assignments, guest speakers, and internships, students learn to apply management theories to specific problems and opportunities in the sports and entertainment fields.

This program begins the preparation for students to pursue a variety of positions in areas such as collegiate and professional athletics, tennis, golf, and athletic facilities, running tournaments and athletic events, the sporting goods industry, hotels/resorts and casinos, and not-for-profit agencies.

## BUSINESS ADMINISTRATION

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
MRKT-110	Principles of Marketing	3		3
MANG-110	Principles of Management	3		3
CMPA-160	Computer Basics: Conc. & Applic.	3		3
ENGL-100	English Composition 1	3		3
	Elective: Mathematics	3		3
		<hr/>		<hr/>
		15		15

### SEMESTER 2

SEMT-210	Intro. to Sports Management	3		3
SEMT-250	Intro. to Sports Marketing	3		3
ACCT-110	Accounting 1	5		4
FINC-110	Intro. to Finance	3		3
ENGL-200	English Composition 2	3		3
		<hr/>		<hr/>
		17		16

### SEMESTER 3

SEMT-310	Event Management	3		3
ACCT-210	Accounting 2	5		4
ECON-100	Principles of Economics 1	3		3
	Elective: Business Management	3		3
	Elective: Mathematics	3		3
		<hr/>		<hr/>
		17		16

### SEMESTER 4

SEMT-490	Sports and Enter. Mgmt. Internship			6
BLAW-314	Business Law Essentials	3		3
ECON-200	Economics 2	3		3
SOCL-100	Intro. to Sociology (or)			
PSYC-100	General Psychology	3		3
		<hr/>	<hr/>	<hr/>
		9		15

Upon successful completion of the requirements for this program, the degree of **Associate in Science in Business Administration-Management** will be awarded.

### ENTREPRENEURSHIP OPTION

### ENTM.AS

Starting a new small business? Presently working for a small business with an eye on a management position? Our entrepreneurship option will be of interest to you. Whether students complete the entire program requirement leading to degree status or simply take selected courses to satisfy an immediate need, the program gives students an awareness of the unique demands placed upon today's small businesses and their owners.

Note: Some of the core (semester 1 and 2) courses in this option differ from those of the other majors within the Business Administration department. Also, Entrepreneurship courses are usually offered only once a year. Many courses have prerequisites which students should examine within this catalog.



**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CMPA-160	Comp. Bas.: Conc. and Apps. (or)	3		3
CMPA-101	Introduction to Word Processing	1		1
CMPA-105	Introduction to Excel	1		1
CMPA-110	Introduction to Access	1		1
MANG-110	Principles of Management	3		3
SMBE-125	Intro. to Entrepreneurship	3		3
MATH-122	Appl. Math. 1 (or)			
BSTS-143	Business Statistics (or)			
MATH-157	Calc. for Bus. Life/Soc. Sci. 1 (or)			
STAT-142	Statistics	3		3
		15		15

**SEMESTER 2**

ACCT-110	Accounting 1	5		4
FINC-110	Introduction to Finance	3		3
SMBE-112	Small Business Marketing	3		3
ENGL-201	Business English	3		3
	Elect: Math/Hum./Soc.Sci. (Note 1)	3		3
		17		16

**SEMESTER 3**

ACCT-316	Computerized Accounting	3		3
BLAW-312	Legal Environment of Business	3		3
BUSN-330	Supervisory Management (or)	3		3
MANG-335	Leadership	3		3
ECON-100	Principles of Economics 1	3		3
	Elective: Departmental (Note 2)	15		15

**SEMESTER 4**

SMBE-440	Entrepreneurial Field Studies	3		3
SMBE-343	Small Business Seminar	3		3
ECON-200	Principles of Economics 2	3		3
SOCL-100	Introduction to Sociology (or)			
PSYC-100	General Psychology	3		3
	Elective: General	3		3
		15		15

**Notes:**

1. Students are urged to increase their math skills by taking a second math course to fulfill this requirement (i.e., STAT-142, MATH-222, MATH-157). A humanities course (art, theater, world language, music, literature, or philosophy) or social science course (history, economics, psychology, political science, or sociology) will also fulfill this requirement.
2. Most upper level Business Department courses (level 300 and 400 series) will satisfy this requirement.

Upon successful completion of requirements for this program as listed above, the degree of **Associate in Science in Business Administration-Management** will be awarded.

**MARKETING      MRKT.AS**

In recent years, marketing has become an increasingly important activity within our society and, in particular, in New England where there is a growing emphasis on the providing of services. Marketing is a broad field which includes defining and creating a market for a product, gauging and meeting customer wants and needs, advertising, sales, retailing, fashion and merchandising and related areas. Essentially, the study of marketing relates to the performance of business activities that direct the flow of goods and services from producers to consumers.

**Senior Year Courses****SEMESTER 3**

No.	Course Title	Class	Lab	Credits
MRKT-310	Retailing	3		3
MRKT-410	Consumer Behavior	3		3
BLAW-314	Business Law Essentials	3		3
ECON-100	Economics 1	3		3
SOCL-100	Intro. to Sociology (or)			
PSYC-100	General Psychology	3		3
		<u>15</u>		<u>15</u>

**SEMESTER 4**

MRKT-311	Advertising and Promotion	3		3
MRKT-333	Marketing for the Internet	3		3
MRKT-411	Sales & Sales Management	3		3
MANG-320	Business Ethics	3		3
ECON-200	Economics 2	3		3
		<u>15</u>		<u>15</u>

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Business Administration-Marketing** will be awarded.

**GENERAL BUSINESS****BUSN.AS**

The General Business program allows students maximum flexibility in choosing Business Department electives covering the Accounting, Finance, Management and Marketing areas. The students receive a general overview and broad background in business subjects. This program may be preferred by those unable to decide on a major after completing the freshman core business program (described previously) or by those contemplating transfer to a four-year college who want the flexibility of choosing business electives for a particular institution. **Senior Year Courses**

**SEMESTER 3**

No.	Course Title	Class	Lab	Credits
	Business Dept. Elective (Note 1)	3		3
	Business Dept. Elective (Note 1)	3		3
BLAW-314	Business Law Essentials	3		3
CMPA-125	Introduction to Integration	1		1
ECON-100	Economics 1	3		3
SOCL-100	Intro. to Sociology (or)			
PSYC-100	General Psychology	3		3
		<u>16</u>		<u>16</u>

**SEMESTER 4**

	Business Dept. Elective (Note 1)	3	3
	Business Dept. Elective (Note 1)	3	3
MANG-320	Business Ethics	3	3
ECON-200	Economics 2	3	3
	Elective: General	3	3
		<hr/> 15	<hr/> 15

NOTE: Most 300 or 400 level Business Administration Department courses.

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Business Administration** will be awarded.

**GENERAL BUSINESS/TRANSFER COMPACT OPTION\*****BTCM.AS**

While any of the previously mentioned programs could be used for transfer, the General Business/Transfer Compact program has been designed to meet the transfer requirements of four-year public colleges or universities that are members of the Commonwealth Transfer Compact, or those colleges that are accredited by the AACSB (American Assembly of Collegiate Schools of Business).

This program may be preferred by those wishing a greater mix of liberal arts, math and science courses. A total of 38 credits of such courses are required as compared to 21 to 24 credits in the other six (6) programs mentioned previously. In addition, if you wish to transfer to a public state college or university that requires its incoming juniors to meet the transfer compact, then you should consider following this program.

\*Please note that this program is a specially designed transfer program and not meant for all transfer students. You should consult with your advisor or the college's transfer counselor to decide which of the programs would best meet your transfer needs.

**Senior Year Courses****SEMESTER 3**

No.	Course Title	Class	Lab	Credits
ECON-100	Economics 1	3		3
SOCL-100	Intro. to Sociology (or)			
PSYC-100	General Psychology	3		3
	Elective: Laboratory Science	3	2	4
	Humanities Elective (Note 1)	3		3
	Business Dept. Elective (Note 2)	3		3
		<hr/> 15	<hr/> 2	<hr/> 16

**SEMESTER 4**

ECON-200	Economics 2	3		3
	Humanities Elective (Note 1)	3		3
	Humanities Elective (Note 1)	3		3
	Business Dept. Elective (Note 2)	3		3
	Elective: Laboratory Science	3	2	4
		<hr/> 15	<hr/> 2	<hr/> 16

**NOTE:**

(1) Humanities electives must be selected from art, college theater, world languages, music, philosophy and literature.

(2) Any 300 or 400 level Business Administration Department course. Please note: The appropriate mathematics, humanities, science, and business electives depend upon the college to which you are planning to transfer. All course choices should be discussed with the College's transfer counselor or your advisor.

Upon successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Business Administration** will be awarded.

# Information Technologies

## Computer Information Technologies Associate Degree Program

CMIT

The utilization of all sizes of computers has extended into every area of business, whether large or small, and into most state and local government agencies. As a result, the need for trained personnel in various areas of computer utilization has increased sharply and is continuing.

The Computer Information Technologies program prepares the student for immediate career opportunities, or to transfer to a four-year college or university to complete a bachelor's degree in Computer Information Systems. The program offers three areas of concentration based on a common core of courses, which allows the student to easily switch or modify tracks, depending on his or her specific interests and future goals. The programmer option emphasizes programming languages. The microcomputer specialist option is designed to meet the growing demand for technical support in microcomputers. The web programming option emphasizes the technical and programming skills necessary to manage and maintain a company's website.

In the computer and IT security option, students learn to assess the risk to a company's data, document security procedures, implement those procedures, and check for security breaches in the system. Graduates would be employed as entry-level Internet, security, network, systems, or support administrators or specialists; people already working in the field would be prepared to integrate new security skills into their responsibilities, and serve on corporate security teams.

In the microcomputer specialist option, the student will develop proficiencies in several computer applications and knowledge of microcomputer operating systems, database systems, systems analysis and design, local area networks, and computer maintenance. Graduates would typically be employed as the computer systems manager in a small- to medium-sized office. In the programmer option, students develop professional skills and proficiencies in a variety of programming languages. Graduates typically are employed as entry-level programmers or go into systems analysis and design.

In the web programming option, students will cover the various programming languages needed to create, manage, and maintain a company's website. Students will also cover the development of various links involved, such as database integration. Graduates could be employed by a large firm to manage the company's website, or by several smaller companies.

The faculty in this program are experienced, and teach a very practical, real-world approach to the field, and continue to stay current with the industry.

All degree candidates must complete the curriculum as shown in the catalog at the time of acceptance into the College, whether it be in the Day or Evening program. A minimum grade point average of 2.0 is required in both general and specialized areas for graduation.

Beginning in the Spring 2009, all entering CIT majors taking one or more CIT courses during the day will be required to purchase a Dell laptop that satisfies certain minimum specifications. The specifications will be provided students when they are accepted so they can determine whether they have a laptop that meets the requirements. In the event they don't, a link will be provided to the Dell website so that students can purchase a computer directly from the company. Dell will accept Master Card/Visa or will also try to arrange a payment plan.



**COMPUTER AND I.T. SECURITY OPTION****CITS.AS****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CPMA-160	Comp. Bas.: Conc. and Apps.	3		3
PROG-109	Info. Systems Fundamentals	3		3
PROG-116	Intro. Structured Prog. Using C#	3	2	4
ENGL-100	English Composition 1	3		3
	Elective: Math	3		3
		15	2	16

**SEMESTER 2**

PROG-325	Unix Operating System	3		3
PROG-313	Windows Operating Systems	3		3
PROG-412	Networks 1	3		3
ENGL-200	English Comp. 2: Intro. to Lit. (or)			
ENGL-202	Technical Report Writing	3		3
	Elective: Math	3		3
		15		15

**SEMESTER 3**

Select 2 of the next 3 courses:

PROG-317	Database Systems	3	2	4
PROG-326	Adv. Windows Operating Sys.	3		3
PROG-360	Adv. Unix Operating Systems	3		3
PROG-413	Networks 2	3		3
PROG-350	Internet/Network Security 1	3		3
	Elective: Humanities	3		3
		15	0/2	15/16

**SEMESTER 4**

PROG-450	Internet/Network Security 2	3		3
PROG-416	Advanced Security Topics	3		3
PROG-414	Advanced Networks Topics	3		3
	Elective: Social Science	3		3
	Elective: General Education	3		3
		15		15

Students having certain professional IT certifications may be able to receive college credit for one or more courses in this program.

Upon the successful completion of requirements for this program the degree of **Associate in Science in Computer Information Technologies** will be awarded.

**MICROCOMPUTER SPECIALIST OPTION****MCRC.AS****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
PROG-109	Info. System Fundamentals	3		3
CPMA-160	Comp. Bas.: Conc. and Apps.	3		3
ENGL-100	English Composition 1	3		3
MATH-122	Appl. Math. 1 (or)			
	Elective: Math (Notes 1, 2)	3		3
		12		12

**SEMESTER 2**

PROG-313	Windows Operating Systems	3		3
PROG-325	Unix Operating System	3		3
PROG-412	Networks 1	3		3
ENGL-200	English Comp. 2: Intro. to Lit. (Note 2)			
	(or)	3		3
ENGL-202	Technical Report Writing	3		3
MATH-222	Appl. Math. 2 (Notes 1,2) (or)	3		3
		15		15

**SEMESTER 3**

PROG-140	Computer Maintenance Software	3		3
	<i>Select 2 of the next 3 courses</i>			
PROG-317	Database Systems	3	2	4
PROG-326	Adv. Windows Operating Sys.	3		3
PROG-360	Adv. Unix Operating Systems	3		3
PROG-350	Internet/Network Security 1	3		3
PROG-413	Networks 2	3		3
	Elective: Humanities	3		3
		15	0/2	15/16

**SEMESTER 4**

PROG-240	Computer Maintenance Hardware	3		3
	Elective: Business Computer	3		3
	Elective: School of Business	3		3
	Elective: General Educ. (Note 3)	3		3
	Elective: Social Science	3		3
		15		15

Note 1: Math electives must be at level 100 or higher

Note 2: Students who plan to transfer to a four-year college should take MATH-122 Applied Math 1, MATH-222 Applied Math 2, ENGL-200 English Composition 2

Note 3: General education elective may be selected from the following: humanities, social sciences, mathematics, or natural science

Students having certain professional IT certifications may be able to receive college credit for one or more courses in this program.

Upon the successful completion of requirements for this program, the degree of **Associate in Science** in **Computer Information Technologies** will be awarded.

**PROGRAMMER OPTION****PROG.AS****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
PROG-116	Intro. to Struct. Prog. Using C#	3	2	4
PROG-109	Info. System Fundamentals	3		3
CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
ENGL-100	English Composition 1	3		3
MATH-122	App Math. (Note 1) (or)			
	Elective: Math. (Notes 1,2)	3		3
		16	2	17

**SEMESTER 2**

PROG-325	Unix Operating System (or)			
PROG-313	Windows Operating Systems	3		3
PROG-324	Web Authoring	3	2	4
PROG-316	Advanced C#	3	2	4
MATH-222	Appl. Math. 2 (Note 1) (or)			
	Elective: Mathematics	3		3
ENGL-200	English Composition 2: Intro. to Literature (Note 2) (or)			
ENGL-202	Technical Report Writing	3		3
		15	4	17

**SEMESTER 3**

PROG-208	Visual Basic.NET 1	3	2	4
PROG-317	Database Systems	3	2	4
PROG-430	XML and Related Topics	3	2	4
	Elective: Humanities (Note 2)	3		3
		12	6	15

**SEMESTER 4**

PROG-308	Visual Basic.NET 2	3	2	4
PROG-407	Java Programming	3	2	4
	Elective: General Education (Note 5)	3		3
	Elective: School of Business	3		3
	Elective: Social Science	3		3
		15	4	17

Note 1: Math electives must be at level 100 or higher

Note 2: Students who plan to transfer to a four-year college should take MATH-122 Applied Math 1, MATH-222 Applied Math 2, and ENGL-200 English Composition 2

Note 3: General education elective may be selected from the following: humanities, social sciences, math, or science

Students having certain professional IT certifications may be able to receive college credit for one or more courses in this program.

Upon the successful completion of requirements for this program, the degree of **Associate in Science in Computer Information Technologies** will be awarded.

**WEB PROGRAMMING OPTION****WEBP.AS**

This two-year degree option is designed for an individual who wants an IT career that emphasizes the programming aspects of websites. While design and maintenance are highlighted, the focus is web languages and scripting.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
PROG-116	Intro. to Struct. Prog. Using C#	3	2	4
PROG-109	Info. Sys. Fund.	3		3
CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
ENGL-100	English Composition 1	3		3
	Elective: Mathematics	3		3
		15	2	16

**SEMESTER 2***Select 2 of the next 3 courses:*

PROG-313	Windows Operating Systems	3		3
PROG-325	Unix Operating System	3		3
PROG-412	Networks 1	3		3
WEBS-324	Web Authoring	3	2	4
ENGL-200	English Comp. 2: Intro. to Literature (or)			
ENGL-202	Technical Report Writing	3		3
	Elective: Math	3		3
		15	0/2	15/16

**SEMESTER 3**

PROG-317	Database Systems	3	2	4
PROG-430	XML and Related Topics	3		3
WEBS-328	Web Scripting	3		3
	Elective: Humanities	3		3
		12	2	13

**SEMESTER 4**

WEBS-424	Advanced Web Authoring	3	2	4
PROG-406	Java Programming	3	2	4
	Elective: Web Programming	3		3
	Elective: General Education	3		3
	Elective: Social Sciences	3		3
		15	4	17

Students having certain professional IT certifications may be able to receive college credit for one or more courses in this program.

Upon successful completion of the requirements for this program, the degree of **Associate in Science in Computer Information Technologies** will be awarded.

**MICROCOMPUTER SPECIALIST****MCRC.COC****Certificate of Completion program**

Successful completion of the following required courses would prepare the student for employment as a computer systems manager of a small- to medium-sized office. This could involve doing routine maintenance, upgrades of hardware and software, minor hardware repairs, and software installations, as well as having a solid foundation in several computer applications.

No.	Course Title	Class	Lab	Credits
CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
PROG-109	Info. Sys. Fund.	3		3
PROG-116	Intro. to Structured Programming			
	Using C#	3	2	4
PROG-313	Operating Systems	2	2	3
PROG-325	Unix Operating System	3		3
PROG-412	Networks 1	3		3
PROG-140	Computer Maintenance 1	3		3
PROG-240	Computer Maintenance Hardware	3		3
		23	7	25

Upon successful completion of the requirements of this program, a **Certificate of Completion in Microcomputer Specialist** from STCC will be awarded.



**PROGRAMMER****PROG.COC****Certificate of Completion program**

Successful completion of the following required courses would prepare the student for employment as an entry-level programmer. The numerous programming languages give the student a wide variety of potential employment opportunities

No.	Course Title	Class	Lab	Credits
CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
PROG-109	Info. Systems Fundamentals	3		3
PROG-116	Intro. to Structured Programming			
	Using C#	3	2	4
PROG-208	Visual Basic.NET	3	2	4
PROG-308	Advanced Visual Basic.NET 2 (or)			
PROG-316	COBOL 1	3		4
WEBS-324	Web Authoring	3	2	4
PROG-407	Java Programming	3	2	4
		<hr/> 21	<hr/> 8	<hr/> 26

Note 1: Students must take two out of the three programming language choices.

Upon successful completion of the requirements for this program, a **Certificate of Completion** in **Programmer** from STCC will be awarded.

**Health Information Technologies****HINT**

The healthcare profession is undergoing tremendous change. Trained professionals in medical coding, billing, and reimbursement are in high demand. The health information technician interprets information from the medical chart and converts it to numbers. This technician may work as a coding specialist who supports clinical care and assists medical research in hospitals and other healthcare facilities. The billing specialist provides information for reimbursement purposes, and ensures that the correct documentation is submitted with health claims. Professionals are also needed to apply cash to patient accounts after payments are received from patients or insurance companies.

The medical coding and billing specialist may work for hospitals, ambulatory centers, visiting nursing associations, insurance companies, ambulance companies, dental and physician offices, and many other health organizations. After several years of work experience, the specialist may also work from home as an independent medical biller.

A professional with coding, billing, reimbursement and cash application skills will have many career options. Such professionals will be in demand as physicians, physical therapists, mid-level practitioners, and other health professionals establish new practices. The demand for skilled professionals is great, and the room for advancement is tremendous.

**MEDICAL CODING AND BILLING SPECIALIST OPTION****MCBS.AS****Associate in Science in Office Information Technologies**

This program prepares students for employment in hospitals, ambulatory centers, visiting nurse associations, insurance companies, dental and physician offices, and many other health organizations as a medical coder/billing specialist. After several years of work experience, the graduate may also work from home as an independent medical biller/coder.

Students will be prepared to take the Certified Coding Assistant (CCA) examination administered by the American Health Information Management Association (AHIMA). This examination is required by many employers for entry-level coding positions.

## INFORMATION TECHNOLOGIES (Health)

### *Program prerequisites:*

- Placement in college-level reading
- Placement in ALGB-091
- Placement in ENGL-100
- Completion of Medical Terminology (MAST-101)
- Familiarity with operating computers (or take CMPA-098 or CMPA-100)

### **SEMESTER 1**

No.	Course Title	Class	Lab	Credits
BIOL-143	Fund. Of Anatomy & Physiology 1	3		3
CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
ENGL-100	English Composition 1	3		3
MEDC-120	Intro. To Diagnostic Coding	4		4
MEDC-121	Intro. To Procedural Coding	4		4
		<hr/> 17		<hr/> 17

### **SEMESTER 2**

No.	Course Title	Class	Lab	Credits
ENGL-200	English Comp. 2: Intro to Literature	3		3
BIOL-243	Fund. Of Anatomy & Physiology 2	3		3
MAST-330	Human Body in Health and Disease	3		3
MEDC-218	Health Ins. and Reimburs. Mgmt.	3		3
MEDC-220	Tech. Apps./Bill. Reimburs. Mgmt.	2		2
MEDC-305	Advanced Coding	3		3
		<hr/> 17		<hr/> 17

### **SEMESTER 3**

No.	Course Title	Class	Lab	Credits
ACCT-110	Accounting 1	5		4
CMPA-116	Data Entry Keyboarding	3		3
MEDC-401	Health Information Management	3		3
PSYC-100	General Psychology (or)			
SOCL-100	Introduction to Sociology	3		3
		<hr/> 14		<hr/> 13

### **SEMESTER 4**

No.	Course Title	Class	Lab	Credits
MEDC-301	Coop. Educ. for Health Info. Tech.	3		3
MEDC-405	Cert. Exam Prep. For Health Info. Tech.	2		2
	Elective: Business Division	3		3
	Elective: Hum./Soc. Sci./Math	3		3
	Elective: General Education	3		3
		<hr/> 14		<hr/> 14

Upon successful completion of the requirements for this program, the degree of **Associate in Science in Office Information Technologies** will be awarded.

### **MEDICAL CODING AND BILLING SPECIALIST Certificate of Completion Program**

### **MEDC.COC**

The Medical Coding and Billing curriculum is planned to improve the accuracy, consistency, and reliability of health data; to increase the supply of quality coding, billing, and reimbursement specialists; and to provide assurance of qualifications to institutions when they are subject to review. Coding is the transformation of verbal descriptions of diseases, injuries, and procedures into numerical designations.

Students must achieve a minimum "C" (73%) or better in every course. The student who is unable to meet the minimum requirement will be withdrawn from the program. An

applicant for the program must be a high school graduate or the equivalent (GED) or have a United States high school equivalency as evaluated by a credential evaluation service for foreign-educated candidates. She/he must place on the ENGL-100 level on the STCC English placement test.

The Medical Coding and Billing student must be able to meet the following technical standards: possess motor skills, manual dexterity, vision/hearing normal or device-corrected, eye/hand coordination, and skill in the art of oral and written communications.

Applicants must be high school graduates or hold a certificate of equivalency. Courses in the use of computer skills and/or life experience in detailed administrative skills will be positively evaluated.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
MEDC-120	Intro. to Diagnostic Coding	4		4
MEDC-121	Intro. to Procedural Coding	4		4
BIOL-143	Fund. of Anatomy & Physiology 1	3		3
CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
		14		14

### SEMESTER 2

No.	Course Title	Class	Lab	Credits
MAST-330	Human Body/Health and Disease	3		3
MEDC-218	Health Ins. and Reimb. Mgmt.	3		3
MEDC-220	Tech. Apps. of Billing & Reimb.	2		2
MEDC-305	Advanced Medical Coding	3		3
BIOL-243	Fund. of Anatomy & Physiology 2	3		3
		14		14

Upon the successful completion of the requirements of this program, a **Certificate of Completion in Medical Coding and Billing Specialist** from STCC will be awarded.

## Office Information Technologies

## OFIT

These programs are some of the most exciting ones offered on campus. Their curricula reflect the rapid changes taking place in offices today. The modern office is being revolutionized by increasingly sophisticated technologies, and a "new breed" of office professional is using them for telecommunications, word processing, spreadsheets, database management, and desktop publishing. The "Office of the Future" has already arrived, bringing with it integrated information systems and specialists who can use them to organize, manage, and administer office functions. The national shortage of office personnel, rapid technological advances, new opportunities for increased earning potential and career advancement all make any one of these programs an excellent choice for distinctive business training.

Today's office specialist is seen as part of the management team, and has administrative responsibility that may include planning, organizing, and directing certain activities and functions. Promotional possibilities include administrative specialist, office manager, and other similar positions. And today's specialist command higher and higher salaries. At a time when administrators and specialists have become increasingly important to business, there is a critical shortage. As a result, titles, benefits, roles, and responsibilities are all enhanced.

The **Office Information Technologies** programs offer several unique programs: the one-year **Clerical Office Assistant** certificate program; the certificate of completion in **Microsoft Office**; and the **Office Information Technologies -Executive** degree program and options.

All of our programs offer special career opportunities and specific academic studies. Many of these academic studies are common to all programs, and several are unique. Entering



students may already have some well-developed skills in keyboarding and word processing that would make them eligible for challenge examinations, which are designed to allow credit for acquired skills. Students who demonstrate satisfactory results on these exams can enroll in advanced courses in related areas. These programs are intensive, and require approximately 30 hours of study outside class each week. While this requirement may seem excessive, the investment of time will be worthwhile because it will bring many rewards in job satisfaction and career advancement. Our courses, faculty, and extensive new training facilities are state-of-the-art, and cannot be matched in the region.

### Minimum English and Math Skills Requirements:

Students must place in ENGL-100 prior to registering for first semester courses. Enrolling students are required to take math, reading and English placement tests. If students have been out of school for a number of years, or are weak in math reading comprehension, and/or English, it would be wise to review these skills before taking the placement tests. Depending on the test results and the program selected, it might be wise to enroll in one or more of the following English and math courses before the first semester of courses.

#### English

EWRT-088	Basic Writing Skills
DRDG-091-2	Reading Level 1-2
DWRT-099	Review for College Writing

#### Math

ARTH-071	Pre-Algebra
ALGB-087	Lecture Algebra 1
ALGB-097	Lecture Algebra 2

**Minimum Grade Requirement:** Students are required to achieve a "C" (73%) or better as a final grade in specified courses. A minimum quality point average of 2.0 is required for graduation.

**Minimum Speed Requirements:** Students are required to achieve the minimum "Speed Requirements" specified for individual courses. A minimum speed requirement of 50 WPM for 5 minutes with 5 errors or less is required for students graduating from the Office Information Technologies - Executive program.

**Minimum Standards:** Third and fourth semester students in specified programs are required to achieve minimum "Mailability Standards."

**Cooperative Education:** Cooperative Education is available to eligible seniors who wish to enhance their education with work experience. Co-Op work must follow guidelines established by the program and the Cooperative Education Office.

### OFFICE INFORMATION TECHNOLOGIES - EXECUTIVE Associate Degree Program

EXEC.AS

The Associate in Science degree program prepares students for careers as office professionals in a variety of businesses such as manufacturing, insurance, retail, legal, etc. This program is perfect for the highly motivated individual seeking variety and challenge in an exciting field. The program offers courses in software application programs, transcription, office communications, and computer integrated systems. Graduates can apply for a wide variety of office administration positions.

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
CPMA-160	Comp. Bas.: Conc. and Apps.	3		3
CPMA-116	Data Entry Keyboarding	3		3
OFFS-105	Office Communications/Editing	3		3
OFFS-120	Customer Relations	3		3
ENGL-100	English Composition 1	3		3
		15		15



**SEMESTER 2**

CPMA-102	Word Processing	3	3
CLER-204	Intro. to Machine Transcription	3	3
OFFS-200	Keyboard Skill Building	1	1
OFFS-210	Communications/Editing	3	3
PSYC-100	General Psychology (or)		
SOCL-100	Intro. to Sociology	3	3
ENGL-200	English Comp. 2: Intro. to Literature	3	3
		<hr/> 16	<hr/> 16

**SEMESTER 3**

OFFS-304	Machine Transcription	3	3
CPMA-109	Excel	3	3
CPMA-111	Access	3	3
CPMA-202	Advanced Word Processing	3	3
ENGL-201	Business English	3	3
		<hr/> 15	<hr/> 15

**SEMESTER 4**

BUSN-101	Office Accounting 1	3	3
CPMA-320	Desktop Publishing	3	3
ENGL-203	Fundamentals of Oral Communication	3	3
	Elective: Social Science	3	3
	Elective: General Ed. (Note)	3	3
		<hr/> 15	<hr/> 15

Note: Humanities, social science, or math elective

Upon the successful completion of requirements for this program, the degree of **Associate in Science in Office Information Technologies** will be awarded.

**MEDICAL OFFICE INFORMATION TECHNOLOGY****EXMD.AS****OPTION TO OFFICE INFORMATION TECH. - EXECUTIVE**

This option prepares students for the highly specialized non-clinical medical office environment. This program is perfect for the medically minded student seeking employment performing administrative medical procedures in the fascinating and challenging field of medicine.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CPMA-160	Comp. Bas.: Conc. and Apps.	3		3
CPMA-116	Data Entry Keyboarding	3		3
OFFS-105	Office Communications/Editing	3		3
OFFS-120	Customer Relations	3		3
ENGL-100	English Composition 1	3		3
		<hr/> 15		<hr/> 15

**SEMESTER 2**

MAST-101	Medical Terminology 1	3		3
CLER-204	Intro. to Machine Transcription	3		3
OFFS-200	Keyboard Skill Building	1		1
CPMA-102	Word Processing	3		3
ENGL-200	English Comp. 2: Intro. to Literature	3		3
PSYC-100	General Psychology (or)			
SOCL-100	Introduction to Sociology	3		3
		<hr/> 16		<hr/> 16

**SEMESTER 3**

MEDC-110	Intro. to Coding and Health Insurance	3	3
MOFF-454	Medical Machine Transcription	3	3
CMPA-109	Excel	3	3
CMPA-202	Advanced Word Processing	3	3
BIOL-143	Fund. of Anatomy & Physiology 1	3	3
		<u>15</u>	<u>15</u>

**SEMESTER 4**

MOFF-300	Medical Office Management	3	3
MOFF-456	Adv. Medical Mach. Transcription	3	3
ENGL-203	Fund. of Oral Communication	3	3
BIOL-243	Fund. of Anatomy & Physiology 2	3	3
	Elective: Humanities/Soc. Sci./Math	3	3
		<u>15</u>	<u>15</u>

Upon the successful completion of requirements for this program, the degree of **Associate in Science in Office Information Technologies** will be awarded.

**COMPUTER SOFTWARE APPLICATIONS SPECIALIST  
OPTION TO OFFICE INFORMATION TECH. - EXECUTIVE**
**CSAS.AS**

The focal point of this program is to prepare students for the Core and Expert skills required for the Microsoft Office Specialist certification. This certification is a globally-recognized standard for validating expertise with the Microsoft Office suite of business productivity applications. The benefits of certification include:

(1) increased productivity at work, (2) greater earning potential, and (3) more employment opportunities in the job market. Earning this certification acknowledges that students have the expertise to work with Microsoft Office programs: Word, Excel, Access, Outlook, and PowerPoint. Springfield Technical Community College is a recognized testing site for Microsoft Office Specialist certification.

Students must place in ENGL-100, college-level reading, and MATH-100 (or be exempt) before enrolling in any information technology course.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
CMPA-116	Data Entry Keyboarding	3		3
OFFS-105	Communications/Editing 1	3		3
ENGL-100	English Composition 1	3		3
	Elective: Mathematics	3		3
		<u>15</u>		<u>15</u>

**SEMESTER 2**

CMPA-107	Introduction to QuickBooks	2		2
CMPA-102	Word Processing	3		3
CMPA-121	PowerPoint Applications	2		2
OFFS-210	Communications/Editing 2	3		3
ENGL-200	English Comp. 2: Intro. to Literature	3		3
PROG-109	Info. Sys. Fund.	3		3
		<u>16</u>		<u>16</u>

**SEMESTER 3**

CMPA-109	Excel	3	3
CMPA-111	Access	3	3
CMPA-202	Advanced Word Processing	3	3
WEBS-100	Internet Certification	3	3
ENGL-203	Fundamentals of Oral Communication	3	3
ENGL-202	Technical Report Writing	3	3
		<hr/> 18	<hr/> 18

**SEMESTER 4**

CMPA-240	Excel/Access Applications	3	3
PROG-313	Operating Systems	3	3
PSYC-100	General Psychology (or)	3	3
SOCL-100	Introduction to Sociology	3	3
	Elective: School of Business (Note 1)	3	3
	Elective: General Education	3	3
		<hr/> 18	<hr/> 18

**Note 1: Suggested Electives:**

OFFS-216 Administrative/Management Communications

OFFS-497 Office Information Technology Cooperative Education

SMBE-

125 Introduction to Entrepreneurship

Upon successful completion of the requirements for this program, the degree of **Associate in Science in Office Information Technologies** will be awarded.

**CLERICAL OFFICE ASSISTANT****CLER.CRT****Certificate Program**

This one-year program prepares men and women for basic office responsibilities. This is an especially good program for students with undefined career goals and/ or the need to enter the job market as soon as possible. Most credits can be transferred into the Office Information Technologies - Executive program.

Minimum English skills requirement: Students must place in ENGL-100 on the English placement test prior to registering for their first semester classes.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CMPA-116	Data Entry Keyboard	3		3
CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
OFFS-120	Customer Relations	3		3
ENGL-100	English Composition 1	3		3
PSYC-100	General Psychology (or)			
SOCL-100	Introduction to Sociology	3		3
		<hr/> 15		<hr/> 15

**SEMESTER 2**

CMPA-102	Word Processing	3		3
OFFS-105	Office Communications Editing	3		3
OFFS-200	Keyboard Skill Building	1		1
ENGL-201	Business English	3		3
	Elective: Info. Technologies	3		3
	Elective: General	3		3
		<hr/> 16		<hr/> 16

Students having certain professional IT certifications may be able to receive college credit for one or more courses in this program.

Upon the successful completion of requirements of this program, a **Certificate in Clerical Office Assistant** will be awarded.

## COMPUTER SOFTWARE APPLICATIONS

### Certificate of Completion program

CSAC.COC

This one-year certificate of completion program introduces students to Microsoft Office. Students will learn the intermediate (and some advanced) features of word processing, spreadsheets, databases, and presentations. This program also prepares students for the core skills required for the Microsoft Office Specialist (MOS) certification. MOS certification is a globally-recognized standard for validating expertise with the Microsoft Office suite (Word, Excel, Access, and PowerPoint.)

### Program requirements

Students must complete the following prior to taking any Office Information Technologies course:

- Placement in college-level reading
- Placement at ENGL-100 or completion of DWRT-099
- Placement in college-level math
- OFFS-100 or touch keyboarding rate of 25 words per minute
- Familiarity with Microsoft Windows operating system

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
CMPA-102	Word Processing	3		3
CMPA-109	Excel	3		3
CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
OFFS-120	Customer Relations	3		3
		12		12

### SEMESTER 2

No.	Course Title	Class	Lab	Credits
OFFS-105	Office Communications 1	3		3
CMPA-111	Access	3		3
BUSN-101	Office Accounting	3		3
CMPA-202	Advanced Word Processing	3		3
CMPA-320	Desktop Publishing	3		3
		15		15

Upon successful completion of the requirements for this program, a **Certificate of Completion in Computer Software Applications** from STCC will be awarded.

## GEOGRAPHIC INFORMATION SYSTEMS

GINF.COC

### Certificate of Completion program

Successful completion of the required courses will prepare the student for entry-level positions from technicians to data analysts and project managers in the diverse field of geographical information systems. From data collections and input to management and analysis, to project completion and information delivery, individuals will develop skills to work at many levels of business, industry, government agencies, and research and development.

Prior to acceptance into the program, the student must have

- Completed ENGL-100, English Composition 1
- Completed CMPA-103, Microcomputer Applications
- Placed at college-level reading
- Placed at college-level math



**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
GEOG-201	World Regional Geography	3		3
CIVL-270	Geographic Information Systems	3		3
STAT-142	Statistics (or)			
MATH-132	Technical Math 1	3	2	4
PROG-109	Info. Sys. Fund.	3		3
	Elective: General	3		3
		<u>15</u>	<u>2</u>	<u>16</u>

**SEMESTER 2**

No.	Course Title	Class	Lab	Credits
GINF-200	GIS Applications	2	3	3
PROG-314	Database Systems	3		3
ENGL-202	Technical Report Writing	3		3
	Elective: General	3		3
		<u>11</u>	<u>3</u>	<u>12</u>

Choose two electives from the following: CIVL-125, Architectural CAD 1 CIVL-310, Surveying 1 (MATH-132 is a prerequisite) MRKT-110, Principles of Marketing GINF-330, Advanced Geographical Information Systems GINF-397, Geographical Information Systems Internship

Upon the successful completion of the requirements for this program, a **Certificate of Completion in Geographical Information Systems** from STCC will be awarded.

**MICROSOFT OFFICE****MOUS.COC****Certificate of Completion program**

This one-year certificate of completion program prepares students for the Core skills required for the Microsoft Office Specialist certification. This certification is a globally-recognized standard for validating expertise with the Microsoft Office suite of business productivity applications. The benefits of certification include:

(1) increased productivity at work, (2) greater earning potential, and (3) more employment opportunities in the job market. Earning this certification acknowledges that students have the expertise to work with Microsoft Office programs: Word, Excel, Access, and PowerPoint. Springfield Technical Community College is a recognized testing site for Microsoft Office Specialist certification.

Entrance requirements:

- 1) Entrance assessment scores: ENGL-100, ALGB-097, and college-level reading
- 2) Keyboarding rate of 30 wpm/3 minutes/3 errors or less
- 3) Familiarity with Windows operating systems

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CMPA-102	Word Processing	3		3
CMPA-109	Excel	3		3
CMPA-111	Access	3		3
ENGL-100	English Composition1	3		3
		<u>12</u>		<u>12</u>

**SEMESTER 2**

No.	Course Title	Class	Lab	Credits
CMPA-121	PowerPoint Applications	2		2
CMPA-202	Advanced Word Processing	3		3
CMPA-240	Excel/Access Applications	3		3
PROG-109	Info. Sys. Fund.	3		3
PROG-313	Operating Systems	3		3
		<hr/> 14		<hr/> 14

Upon successful completion of the requirements for this program, a **Certificate of Completion in Microsoft Office** from STCC will be awarded.

# Engineering Technologies



Gary Mansfield, '08, came a long way from a small farm in Connecticut to a career in photonics. He tried another college, in Boston, took a variety of jobs, and then researched academic programs for a unique technical career. He graduated from STCC's Laser Electro-Optics Technology program, and already has a significant job at IPG Photonics.

## **TECHNICAL STANDARDS**

The School Engineering Technologies of and the School of Health have established a set of specific technical standards which are required in the profession and which are necessary in order to affiliate in the clinical agencies and ultimately practice in the profession. It should be noted that under the Americans with Disabilities Act, "A qualified person with a disability is one who can perform the essential function of a job with or without reasonable accommodation."

The technical standards are not conditions of admission to a program of study. They reflect performance abilities that are necessary for a student to successfully complete the requirements of specified programs.

Prior to enrollment within these schools, each student will be required to sign and return a form indicating that he or she has read and understands the technical standards established for the specific program in which he or she is enrolling.



# Automotive Technology

AUTO.COC

## Certificate of Completion

The Automotive Technology Department's Certificate Program is designed for those students who would like automotive classroom and lab training experience prior to entering the automotive workforce. You can earn this 28-credit certificate in one year.

This program is designed for students who want to work in the automotive service field without pursuing an associate's degree. It will allow students to expand their knowledge of the automotive industry and to pursue careers as entry level technicians with dealerships, independent service facilities, machine shops, and corporate franchises in specialty areas including electrical systems, brakes, steering, suspensions, gas engine and drivability. All of our automotive classes are geared toward taking and successfully completing the ASE (Automotive Service Excellence) Exams. The following is a partial list of possible career opportunities for our graduates:

Auto Electrical Technician	Engine Machinist	Service Manager
Air Conditioning Technician	Emissions Technician	Service Writer
Brake and Front End Specialist	General Repair Technician	Technical Instructor
Drivability Technician	Service Advisor	Technical Sales Rep

Upon successful completion of the program requirements listed below, a **Certificate of Completion in Automotive Technology** will be awarded.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
AUTO-109	Intro to Auto Service	2		2
AUTO-112	Electrical Systems	2	3	3
AUTO-113	Climate Control	2		2
AUTO-115	Brake Systems	2	3	3
ESET-112	Electronics for Technicians I	2	3	3
		<hr/> 10	<hr/> 9	<hr/> 13

### SEMESTER 2

AUTO-212	Automotive Electronic Systems	2	3	3
AUTO-210	Gasoline Engine Service	2	3	3
AUTO-214	Advanced Control Systems	2		3
AUTO-200	Steering and Suspensions	2	3	3
ESET-212	Electronics for Technicians II	2	3	3
		<hr/> 10	<hr/> 12	<hr/> 15

(Subject to approval, in the Fall 2009 semester, STCC plans to offer a two-year generic associate's degree program in the Automotive Department. The above courses and credits can be used as the first year of this two-year Associate Degree in Automotive Technology Program.)

# Civil Engineering Technology

CIVL.AS

## Associate Degree Program

The Civil Engineering Technology program prepares students for successful employment in the professional fields related to construction. These fields include architecture, construction, engineering, planning, design, and management. The program provides a broad engineering background for employment in industries that require knowledge of design, surveying, drafting, CAD, and estimating, or as preparation for further study for a bachelor's degree at a four-year college or university.

Aspects of design, construction techniques, soils engineering, materials testing, and construction/project management are included in the curriculum. Design of residential and light commercial structures emphasizes the basic elements of design applying to a wide range of construction projects. Elements of roadway and transportation corridor design and layout are also covered. Graduates are successfully employed in the fields of design, engineering, contracting, and testing/ quality assurance.

Employment is generally found with private consultants, construction contractors, and local, state, and federal agencies, or as successful entrepreneurs starting independent companies. Graduates enjoy an excellent placement record with challenging career growth opportunities, including promotion into a variety of senior management and executive positions in local industry.

Minimum grade requirements: Department courses shall be completed with a grade of "D" (63%) or better. A QPA of 2.0 must be achieved for graduation. To continue in the program, the math requirements listed below must be satisfied. Also, at the beginning of the third and fourth semesters, the student must have a QPA of at least 1.7 and 1.9 respectively. Failure to meet the academic standards will result in academic probation.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
MATH-132	Technical Mathematics 1 (Note 1)	4		4
CMPA-105	Introduction to Excel	1		1
CIVL-115	Construction Materials and Methods	3		3
CIVL-120	Architectural Design	2	6	4
CIVL-125	Architectural CAD 1	2	4	3
		<u>15</u>	<u>10</u>	<u>18</u>

### SEMESTER 2

MATH-232	Technical Mathematics 2 (Note 2)	4		4
PHYS-119	Technical Physics (or)			
PHYS-130	College Physics 1	3	3	4
CIVL-220	Construction Estimating	2	3	3
CIVL-225	Architectural CAD 2 (Note 3)	2	4	3
CIVL-235	Hydraulics and Hydrology	2	3	3
		<u>13</u>	<u>13</u>	<u>17</u>

### SEMESTER 3

CIVL-310	Surveying 1	2	6	4
CIVL-325	Soils and Foundations	3	3	4
CIVL-345	Statics and Strength of Materials	3	3	4
ENGL-202	Technical Report Writing	3		3
ECON-100	Economics 1 (Note 4)	3		3
		<u>14</u>	<u>12</u>	<u>18</u>

**SEMESTER 4**

CIVL-410	Reinforced Concrete Analysis (Note 5)	2	3	3
CIVL-420	Construction Management	3		3
CIVL-430	Transportation Engineering	2	3	3
CIVL-446	Structures (Note 5)	2	4	3
CIVL-460	Project Scheduling	2	3	3
	Elective: Science/Technical (Note 4)	3		3
		<hr/> 14	<hr/> 13	<hr/> 18

**NOTES:**

- (1) MATH-132 must be completed before any third or fourth semester Civil Engineering Technology (CIVL) courses can be taken.
  - (2) MATH-232 must be completed before any fourth semester Civil Engineering Technology (CIVL) courses can be taken.
  - (3) CIVL-120 and CIVL-125 are prerequisites.
  - (4) Potential transfer students intending to pursue BSCE/BSCET degree should take CHEM-103 (General Chemistry 1) in the third semester and Economics 1 in the fourth semester. Technical elective may be CIVL-270 (Geographic Information Systems) taken in the fourth semester, with ECON-100 taken in the third semester.
  - (5) CIVL-345 Statics and Strength of Materials is a prerequisite.
- Check course descriptions in this catalog for additional prerequisites.*

**ARCHITECTURAL TECHNOLOGY TRANSFER****ARCH.AS****OPTION TO CIVIL ENGINEERING TECHNOLOGY**

The Architectural Technology Transfer associate degree option is a two-year program of study that is designed to develop the student's design skills and the technical knowledge required to work with a broad range of construction methods and materials. Students become technically proficient in the three major graphic areas of free-hand drawing, architectural drafting, and computer-aided design. As a joint admission program with the University of Massachusetts and the Boston Architectural Center, this program may serve as the first two years of study in an undergraduate degree in architectural studies.

In the first year of this program, students build the necessary skills to enter a technical work environment, working with architectural drafting and AutoCAD. Students develop basic design skills by designing their own residential projects, estimating the cost of construction and becoming familiar with the variety of construction materials and methods used in the construction industry today. Some Certificate graduates will use their new skills for an entry-level position in an architectural office.

In the second year of this program, students work in depth to build their graphic communication skills in both two-dimensional and three-dimensional visual art courses. The elements and principles of graphic communication are explored in a variety of mediums. The second year culminates with an architectural studio course that will serve as a capstone experience, pulling together all of the students' presentation skills and knowledge in a portfolio of their projects. Students will display their projects in a presentation that will be reviewed by design professionals. This portfolio will then serve as part of the application requirement for placement in future architectural studies and career placement.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CIVL-115	Construction Materials and Methods	3		3
CIVL-120	Architectural Design	2	6	4
CIVL-125	Architectural CAD 1	2	4	3
ENGL-100	English Composition 1	3		3
MATH-132	Technical Math 1	4		4
		<hr/> 14	<hr/> 10	<hr/> 17

**SEMESTER 2**

CIVL-220	Construction Estimating	2	3	3
CIVL-225	Architectural CAD 2	2	4	3
CIVL-420	Construction Management	3		3
ENGL-202	Technical Report Writing	3		3
MATH-232	Technical Math 2	4		4
		<hr/> 14	<hr/> 7	<hr/> 16

**SEMESTER 3**

CIVL-345	Statics and Strength of Materials	3	3	4
ARTS-146	Design Investigations	2	3	3
ARTS-147	Basic Drawing	2	3	3
ARTS-150	Intro. to Photography (or)			
GRPH-170	Intro. to Digital Photography	3	2	3
	Elective: Social Science	3		3
		<hr/> 13	<hr/> 11	<hr/> 16

**SEMESTER 4**

CIVL-451	Architectural Studio	3	3	4
PHYS-130	College Physics 1 (or)			
PHYS-119	Technical Physics	3	3	4
ARTS-149	Drawing and Composition	3		3
ARTS-246	Basic Design 2	6		3
ARTS-315	3D Design	5		3
		<hr/> 20	<hr/> 6	<hr/> 17

**ARCHITECTURAL TECHNOLOGY****CIVL.COC****Certificate of Completion program \***

This program prepares students for entry-level positions in the field of architectural drafting and design. Students gain skills in CAD (computer-aided drafting using AutoCAD), project estimating, and construction management.

Students who complete the required course of study in this Architectural Technology certificate program are prepared for employment as an architectural draftsman, computer-aided draftsman/designer, construction estimator, project manager or expeditor.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CIVL-115	Construction Materials and Methods	3		3
CIVL-120	Architectural Design **	2	6	4
CIVL-125	Architectural CAD 1 **	2	4	3
CMPT-105	Intro. to Excel	1		1
ENGL-100	English Composition 1	3		3
		<hr/> 11	<hr/> 10	<hr/> 14



**SEMESTER 2**

CIVL-220	Construction Estimating	2	3	3
CIVL-225	Architectural CAD 2 (Note 1)	2	4	3
CIVL-420	Construction Management	3		3
ENGL-202	Technical Report Writing	3		3
MATH-132	Technical Math 1 (or)			
MATH-122	Applied Math 1	4		4
		<hr/> 14	<hr/> 7	<hr/> 16

Note 1: CIVL-120 and CIVL-125 are prerequisites

\* Students may enroll in the fall or spring semesters, in day or evening classes

\*\* Transfer credit will be accepted for these or other courses upon receipt of appropriate documentation or submittal of an acceptable portfolio of drawings. A minimum of 22 credits must be satisfactorily completed at STCC with a graduation QPA equal to at least 2.0. A minimum of 12 Civil Engineering Technology credits must be completed at STCC.

Upon successful completion of the requirements of the program, a **Certificate of Completion in Architectural Technology** from STCC will be awarded.

**CONSTRUCTION MANAGEMENT****CNST.AS****OPTION TO CIVIL ENGINEERING TECHNOLOGY**

The Civil Engineering Technology degree option in Construction Management combines construction-related engineering education with business, marketing, and management to allow students to develop the knowledge and skills necessary for a successful career in construction. The construction field encompasses a wide range of technical areas and employment opportunities ranging from field personnel responsible for earth-moving and building projects to support personnel in supply industries as well as management staff. The field of construction accounts for a large portion of the U.S. Gross Domestic Product, meaning that construction is one of the single largest business activities in the country, which can provide a wide variety of exciting and challenging opportunities for employment. Beyond the opportunities for employment, the construction management degree option provides a strong background for pursuit of a bachelor's degree in construction management.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CIVL-115	Construction Materials and Methods	3		3
CIVL-120	Architectural Design	2	6	4
CIVL-125	Architectural CAD 1	2	4	3
MATH-132	Technical Math 1	4		4
CMPA-160	Comp. Bas.: Con. & Applic. (or)			
PSYC-100	General Psychology (or)			
SOCL-100	Introduction to Sociology	3		3
		<hr/> 14	<hr/> 10	<hr/> 17

**SEMESTER 2**

CIVL-220	Construction Estimating	2	3	3
ECON-100	Economics 1	3		3
PHYS-130	College Physics 1	3	3	4
ENGL-100	English Composition 1	3		3
MANG-110	Principles of Management	3		3
		<hr/> 14	<hr/> 6	<hr/> 16

**SEMESTER 3**

CIVL-310	Surveying	2	6	4
CIVL-325	Soils and Foundations (or)			
CIVL-410	Reinforced Concrete Analysis	2	3	3
CIVL-345	Statics and Strength of Materials	3	3	4
BLAW-310	Business Law (or)			
BLAW-314	Business Law Essentials	3		3
ENGL-202	Technical Report Writing (or)			
ENGL-200	English Composition 2: Intro. to Lit.	3		3
		13	12	17

**SEMESTER 4**

CIVL-420	Construction Management	3	3	3
CIVL-430	Transportation Engineering	2	4	3
CIVL-446	Structures	2	3	3
CIVL-460	Project Scheduling	2		3
MANG-427	Organizational Behavior	3		3
	Elective (Note 1)	3		3
		15	10	18

Note 1: Choose from ACCT-110, ACCT-113, MRKT-110, ECON-200, STAT-142, MATH-155, MATH-157

Upon the successful completion of requirements for this program as listed above, the degree of **Associate in Science in Civil Engineering Technology** will be awarded.

**CONSTRUCTION MANAGEMENT**  
**Certificate of Completion program**
**CNST.COC**

This program is designed to assist construction superintendents and supervisors to gain the professional skills necessary to successfully complete their professional responsibilities. The course of study offers management skills necessary for success in the civil/construction field. The program is designed for construction professionals to upgrade their skills, while supporting first-time employment in construction for mid-career professionals and young students.

The graduate of this certificate program will be prepared to estimate project costs, schedule building activities, monitor project control items, inspect field work, and use specialized software. Learning to manage a construction project effectively and efficiently could take your career to another level.

No.	Course Title	Class	Lab	Credits
CIVL-115	Construction Materials and Methods	3		3
CIVL-120	Architectural Design	2	6	4
CIVL-220	Construction Estimating	2	3	3
CIVL-420	Construction Management	3		3
CMPA-160	Computer Basics: Con. & Applic.	3		3
MATH-117	Contemporary Math Applications (or)			
MATH-132	Technical Math 1	4		4
MANG-110	Principles of Management	3		3
	Elective: English	3		3
	Elective: Business	3		3
		26	9	29

Upon successful completion of the requirements for this program, a **Certificate of Completion in Construction Management** from STCC will be awarded.

# Computer Systems Engineering Technology

CSET.AS

## Associate Degree Program

Computer Systems Engineering Technology is a continually expanding field offering exciting careers in computer networking, systems integration, systems design, automated manufacturing, maintenance, marketing, support, and management.

This curriculum is more advanced than other, apparently similar, curricula offered in other locations. System-level courses are targeted at PC architecture, advanced network systems, and communications. Programming courses cover modern conventions in software design. Integration-level courses cover system interfacing, circuit theory, communications theory, and specialized integration hardware. The result is a more complete background in computer systems stressing networking and system integration than other curricula. The program is continually updated to reflect the state of the art in this field.

Graduates of this department will continue to assume major roles in a wide variety of professional areas as companies' down-size from mainframe systems to distributed networks of smaller computers.

Math, computer, and technical skills all provide a base for career development that often leads to leadership and management positions in the broad field of electronics engineering.

Educational background: Applicants are advised that competency in algebra, trigonometry, and physics is important. Applicants without this background may take the prerequisite courses at STCC, although this may lengthen the time needed to complete the degree program.

Students wishing to further their education in an engineering field should notify their STCC academic advisor early in their course of study so that arrangements can be made to facilitate the transfer process.

Minimum Grade Requirements: Students in Computer Systems Engineering Technology must receive a grade of "D" or better. A QPA of 2.0 must be achieved for graduation.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
CSET-111	Intro. to Programming	3		3
ESET-112	Electronics for Technicians	2	3	3
CSET-210	Introduction to Computer Systems	2	3	3
ENGL-100	English Composition 1	3		3
MATH-132	Technical Math 1	4		4
		16	6	18

### SEMESTER 2

CSET-254	Computer Systems	3	3	4
CSET-256	Linux Command and Shell Program	2	3	3
CSCO-100	Cisco Networking 1	3	3	4
MATH-232	Technical Math 2	4		4
	Elective: Social Science	3		3
		14	9	17

### SEMESTER 3

CSET-345	Operating Systems 1	3	3	4
CSET-384	Computer and Network Security	3		3
CSCO-200	Cisco Networking 2	3	3	4
CSCO-300	Cisco Networking 3	3	3	4
ENGL-200	English Comp. 2: Intro. to Lit. (or)			
ENGL-203	Fund. of Oral Communication (or)			
ENGL-202	Technical Report Writing	3		3
		15	9	18

**SEMESTER 4**

CSET-445	Operating Systems 2	3	3	4
CSET-480	Application Servers	3	3	4
CSCO-400	Cisco Networking 4	3	3	4
ESET-260	Digital Systems	3		3
PHYS-119	Technical Physics (or)	4	2	4
PHYS-130	College Physics (or)	3	3	4
MATH-155	Calculus 1	6		4
		15/16/18	11/12	19

NOTE: MATH-132 and MATH-232 must be completed and passed by the start of the third semester.

Upon the successful completion of requirements for this program, the degree of **Associate in Science in Computer Systems Engineering Technology** will be awarded.

**COMPUTER SYSTEMS ENGINEERING TECHNOLOGY****CSET.COC****Certificate of Completion program**

This program prepares the student for an entry-level position in the computer and networking fields. Students gain skills in computer hardware, operating systems installation and configuration, network protocols, and Cisco networking equipment. Students may enter the program in the spring or fall. Students entering in the spring may take the first two semesters of Cisco Networking. The Cisco courses are taught using the official Cisco Curriculum.

This course sequence may be used to rapidly begin a career in the computer and networking fields or as a technical refresher for seasoned computer professionals.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CSCO-100	Cisco Networking 1	3	3	4
CSET-111	Introduction to Programming	3		3
CSET-210	Introduction to Computer Systems	2	3	3
CSET-253	Computer Systems (or)	2	3	3
CSCO-200	Cisco Networking 2	3	3	4
CSET-256	Linux Command and Shell Programming	2	3	3
CSET-345	Operating Systems 1	3	3	4
CSET-384	Computer and Network Security	3		3
ENGL-100	English Composition 1	3		3
		21/22	18	26/27

Note: Students entering this program in the spring will take CSCO-200 in place of CSET-253, and will have a total credit load of 27 credits.

Upon the successful completion of requirements for this program, a **Certificate of Completion Computer Systems Engineering Technology** will be awarded.



# Digital Media Production

## Associate Degree Program

TPRD.AS

This program is designed to prepare students for careers in the diverse forms of teleproduction and multimedia, which include graphic arts, video production, sound designing, typography, desktop computer operating systems, digital video editing, image quality control, story and narration writing, animation, directing, and design of user-interactive programs for CD-ROM and Internet distribution.

All students in the department take the same set of courses in the first semester. From this experience, students may choose to take either the Teleproduction or the Multimedia set of courses as an option within the department.

The Teleproduction option emphasizes technical and creative preparation for production of video for broadcast and cablecast, as well as industrial, medical, and promotional videos.

The Multimedia option emphasizes graphic arts skills, computer-based designs, technical prep for digital distribution methods, plus the design and implementation of user-interactivity in multimedia products.

Minimum Grade Requirement: The average of all courses taken in the Teleproduction and Multimedia major must be 2.0 (C).

### CORE CURRICULUM FOR BOTH OPTIONS

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
TPRD-100	Introduction to Multimedia	3		3
TPRD-125	Intro. to Video Production	3	3	4
TPRD-140	Intro. to Mass Communication	3		3
	Elective: General Education	3		3
ENGL-100	English Composition 1	3		3
		<hr/> 15	<hr/> 3	<hr/> 16

### TELEPRODUCTION TECHNOLOGY OPTION TO DIGITAL MEDIA PRODUCTION

TPRD.AS

Develops a working knowledge of the operation and capabilities of professional video equipment through classes and studio video projects, skill in the writing and directing of informational and dramatic videos, and practice in the production of live news shows. The emphasis is on applying production skills to the challenge of engaging audience attention to video presentations.

#### SEMESTER 2

TPRD-112	Writing for Electronic Media	3		3
TPRD-230	Speaking on Television	3		3
TPRD-240	Film Structure and Analysis	3		3
TPRD-310	Advanced Video Production	2	3	3
SOCL-100	Introduction to Sociology	3		3
		<hr/> 14	<hr/> 3	<hr/> 15

#### SEMESTER 3

TPRD-210	Advanced TV Writing	3		3
TPRD-220	Digital Film Making	2		3
TPRD-322	Television Journalism	3		3
TPRD-331	Television Practicum (or elective)		6	2
BIOL-113	Fund. of Environmental Biology	3	3	4
ENGL-200	English Comp. 2: Intro. to Lit.	3		3
		<hr/> 14	<hr/> 9	<hr/> 18

**SEMESTER 4**

TPRD-350	Advanced Digital Editing (or)			
TPRD-412	Digital Med. Sim. Proj.	2	3	3
TPRD-422	TV News Production	1	6	3
TPRD-440	Digital Video Portfolio	3		3
PSYC-100	General Psychology	3		3
	Elective: General Education	3		3
		<hr/> 12	<hr/> 9	<hr/> 15

Upon successful completion of the requirements for this program, the degree of **Associate in Science in Teleproduction and Multimedia Technology** will be awarded.

**MULTIMEDIA TECHNOLOGY  
OPTION TO DIGITAL MEDIA PRODUCTION**
**MLTD.AS**

The purpose of multimedia is to take various media (such as sound, text, image, motion, music, story-line) into the computer realm where they can be combined so as to be interactive with the user. The methods for doing this, and the design factors for effective use, are the central focus of the multimedia option.

**SEMESTER 2**

GRPH-125	Typography/Layout Principles	2	3	3
TPRD-200	Internet Multimedia	3		3
ARTS-146	Introduction to Art: Basic Design	2	3	3
	Elective: General Education	3		3
	Elective: Social Science	3		3
		<hr/> 13	<hr/> 6	<hr/> 15

**SEMESTER 3**

TPRD-150	Intro. to Digital Editing	2	3	3
TPRD-352	Digital Sound and Video Design	3		3
TPRD-451	Interactive Multimedia Design	2	3	3
BIOL-113	Fund. of Environmental Biology	3	3	4
ENGL-200	English Comp. 2: Intro. to Lit.	3		3
		<hr/> 13	<hr/> 9	<hr/> 16

**SEMESTER 4**

TPRD-351	Visual Quality and Aesthetics	3	3	3
TPRD-452	Multimedia Interactive Authoring	2	3	3
TPRD-453	Digital Animation	2	3	3
ARTS-215	Digital Arts	3	2	3
ARTS-460	Experimental Computer Imaging 2	3	3	4
		<hr/> 13	<hr/> 14	<hr/> 16

Upon successful completion of the requirements for this program, the degree of **Associate in Science in Teleproduction and Multimedia Technology** will be awarded.

# Electrical Engineering Technology

## Associate Degree Program

ELEC.AS

The Electrical Engineering Technology program prepares students for work in the development, installation and maintenance of robotic and industrial automated systems.

The field of robotics and automation is concerned with automated machines controlled electrically by involving the coordinated use of hydraulics, electrical, pneumatic, and microcomputer elements. An investment in robotics presents many advantages to enterprises, including lower production costs and a quality of work not attainable by a human operator. With this in mind, the need for skilled technicians to install, maintain, and service these automated systems will be ever-increasing.

Minimum grade requirements: All "ELEC" series electrical technology courses must be successfully completed with a grade of "D" or better to graduate. These courses must be taken in sequential order. That is, second semester courses cannot be taken until the first semester prerequisite courses are successfully completed. Before starting the third semester, the student must have successfully completed MATH-232, Technical Mathematics 2.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
ELEC-110	Basic Electricity 1	2	3	3
ELEC-122	Practical Prob.Solv.for Tech.	3		3
ELEC-140	Programming for Microcomputers	2	3	3
MATH-132	Technical Math 1	4		4
	Elective: Social Science	3		3
		17	6	19

### SEMESTER 2

ELEC-210	Basic Electricity 2	2	3	3
MATH-232	Technical Math 2	4		4
ELEC-241	Fundamentals of Motor Control	2	3	3
ELEC-280	Fundamentals of Robotics	2	3	3
ELEC-260	Fluid Power Technology	3		3
		13	9	16

### SEMESTER 3

ELEC-320	Solid State Electronics	2	3	3
ELEC-350	Programmable Motor Control	2	3	3
ENGL-202	Technical Report Writing	3		3
ELEC-332	Digital and Linear Circuits	4		4
ELEC-380	Robotics and Automated Systems	2	3	3
		13	9	16

### SEMESTER 4

ELEC-441	Senior Project	3		3
ELEC-451	Microprocessor Applications	2	3	3
ELEC-431	Control Systems Theory	2	3	3
ELEC-485	Advanced Automation	2	3	3
ENGL-203	Fundamentals of Oral Communication	3		3
	Elective: Humanities/Soc. Sci.	3	3	3
		15	12	18

Upon the successful completion of requirements for this program the degree of **Associate in Science in Electrical Engineering Technology** will be awarded.

**ELECTRICAL/ROBOTICS TECHNOLOGY**  
**Certificate of Completion program**

EROB.COC

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ELEC-110	Basic Electricity 1	2	3	3
ELEC-122	Practical Problem-Solving for Tech.	3		3
ELEC-140	Programming for Microcomputers	2	3	3
ENGL-100	English Composition 1	3		3
MATH-132	Technical Math 1	4		4
		<hr/> 14	<hr/> 6	<hr/> 16

**SEMESTER 2**

ELEC-210	Basic Electricity 2	2	3	3
ELEC-241	Fundamentals of Motor Control	2	3	3
ELEC-280	Fundamentals of Robotics	2	3	3
ELEC-260	Fluid Power Technology	3		3
		<hr/> 9	<hr/> 9	<hr/> 12

Note: It is recommended that students enroll in ENGL-202 Technical Report Writing if possible.

Upon the successful completion of requirements for this program, a **Certificate of Completion** in **Electrical/Robotics Technology** from STCC will be awarded.

# Electronic Systems Engineering Technology

ESET.AS

**Associate Degree Program**

Electronic Systems Engineering Technology is a continually expanding field offering exciting careers in electronic system design, manufacturing, maintenance, marketing, support, and management. Graduates have assumed major roles in a wide variety of professional areas. Some of these areas include communications, control systems, circuit design, system design, systems testing, computer system design, medical systems, and materials testing. As the country designs, upgrades, replaces and maintains the vast communications highway, most of the work will be done by electronics technicians.

Math, computer and technical skills all provide a base for career development that often leads to leadership and management positions in the broad field of electronics engineering.

Educational background: Applicants are advised that competency in algebra, trigonometry, and physics is important. Applicants without this background may take the prerequisite courses at STCC although this may lengthen the time needed to complete the degree program.

Students wishing to further their education in an engineering field should notify their STCC academic advisor early in their course of study so that arrangements can be made to facilitate the transfer process.

Minimum Grade Requirement: Students in Electronic Systems Engineering Technology must receive a grade of "D" or better. A QPA of 2.0 must be achieved for graduation.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ESET-141	Electric Circuits	4		4
ESET-145	Electric Circuits Lab		3	1
ESET-165	Intro to Project Management	2	3	3
CSET-210	Introduction to Computer Systems	2	3	3
MATH-132	Technical Math 1	4		4
ENGL-100	English Composition 1	3		3
		<hr/> 15	<hr/> 9	<hr/> 18



**SEMESTER 2**

ESET-151	Technical Doc. Using Word	1		1
ESET-152	Technical Doc. Using Visio	1		1
ESET-153	Technical Doc. Using Excel	1		1
ESET-261	Embedded Systems	3		3
ESET-266	Embedded Systems Lab		3	1
ESET-271	Instrumentation & Measurement	3	3	4
MATH-232	Technical Math 2	4		4
ENGL-202	Technical Report Writing*	3		3
		<hr/> 16	<hr/> 6	<hr/> 18

**SEMESTER 3**

ESET-341	Circuit Theory	3	3	4
ESET-344	Communications Systems	3	3	4
ESET-353	Home & Small Business Networking	2	3	3
ESET-365	Project R & D	2		2
ESET-371	Sensors and Data Acquisition	3	3	4
		<hr/> 13	<hr/> 12	<hr/> 17

**SEMESTER 4**

ESET-465	Senior Projects in ESET	1	5	3
ESET-471	Sensor Systems	3	3	4
PHYS-119	Technical Physics**	3	3	4
	Elective: Social Sciences	3		3
		<hr/> 10	<hr/> 11	<hr/> 14

\* ENGL-202 or ENGL-203 or ENGL-200

\*\* PHYS-119 or PHYS-132 or CHEM-103 or MATH-155

MATH-132 and 232 must be completed and passed by the start of semester 3.

Upon the successful completion of the requirements for this program the degree of **Associate in Science in Electronic Systems Engineering Technology** will be awarded.

**ELECTRONICS SYSTEMS TECHNOLOGY****ESET.COC****Certificate of Completion program**

The Electronics Technician Certificate is designed to give students the basic understanding necessary to assemble, test and perform diagnostics on today's electronics systems. Students can complete this program in one year and may enter the program in either the Fall or the Spring. Upon completion of the certificate, students may apply the majority of their coursework toward the Electronic Systems associate degree.

The "system approach" used for today's complex electronic and electro-mechanical systems consists of building block components and modules specifically selected and then integrated into a system. Repair technicians do not necessarily need to understand the complex theory behind each component in the system. Rather, they only need to understand the function and requirements of each component and be able to verify that it is performing to documented standards. Proper diagnosis and repair of these electronic systems can often be done simply by following a diagnostic flowchart or schematic diagram and having the ability to use common and dedicated diagnostic tools to find the faulty assembly and replace it. Students enrolled in the program will develop these skills as well as gain knowledge and experience with computer hardware and software, sensor and actuator technology, embedded control systems, and project management, and have an understanding of the importance of manufacturing concepts such as Lean, Greenbelt, Blackbelt and Six Sigma.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ESET-112	Electronics for Technicians 1	2	3	3
ESET-165	Intro. to Project Management	2	3	3
CSET-210	Intro. to Computer Systems	2	3	3
ENGL-100	English Comp 1 (or)			
	Elective: Technical	3		3
		<hr/> 9	<hr/> 9	<hr/> 12

**SEMESTER 2**

ESET-151	Technical Documentation Using Word	1		1
ESET-152	Tech. Doc. Using Visio	1		1
ESET-153	Tech. Doc. Using Excel	1		1
ESET-212	Electronics for Technicians 2	2	3	3
ESET-261	Embedded Systems	3		3
ESET-266	Embedded Systems Lab		3	1
ESET-271	Instrumentation & Measurement	3	3	4
		<u>11</u>	<u>9</u>	<u>14</u>

Upon the successful completion of requirements for this program, a **Certificate of Completion** in **Electronic Systems Technology** from STCC will be awarded.

## Energy Systems Technology

ENGY.AS

### Associate Degree Program

The Energy Systems Program is unique in the sense that it is the only such program offered on the East Coast. An up-to-date, extensive laboratory facility has been created which utilizes the latest in equipment and control devices.

Seniors who complete all course requirements are awarded the Associate in Science degree. They are given the opportunity to earn additional awards by taking the Oil Burner Technician and Stationary Fireman's license examinations as directed by the Massachusetts Department of Public Safety, and the EPA Technician Certification.

The Energy Systems graduate is well prepared to enter an industry that offers career positions as manufacturers' representatives, service engineers, sales engineers, estimators, independent businessmen, lab technicians, and power plant operators.

Minimum Grade Requirement: Students must achieve a "D" as the minimum passing grade in all ENGY series technical courses. A student must have earned a minimum QPA of 2.0 for graduation.

Upon the successful completion of requirements for this program, as listed below, the degree of **Associate in Science in Energy Systems Technology** will be awarded.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
PSYC-100	General Psychology	3		3
ENGY-110	Theory of Controls	3		3
ENGY-120	Energy Systems Lab 1	1	3	2
MECH-170	Fundamentals of AutoCAD	2	3	3
MATH-117	Contemporary Math Applications	3		3
		<u>15</u>	<u>6</u>	<u>17</u>

**SEMESTER 2**

ENGL-203	Fundamentals of Oral Communication	3		3
ENGY-220	Combustion Control Circuits	3		3
ENGY-230	Energy Systems Lab 2	1	3	2
CMPA-160	Computer Basics: Con. & Applic.	3		3
	Elective: Social Science	3		3
		<hr/> 13	<hr/> 3	<hr/> 14

**SEMESTER 3**

CHEM-101	Survey of Chemistry 1	3	3	4
ENGY-240	Principles of Refrigeration	2	3	3
ENGY-330	Power Plant Operation 1	3		3
ENGY-350	Microprocessor Controls	2	3	3
ENGY-320	Heating System Design	3		3
		<hr/> 13	<hr/> 9	<hr/> 16

**SEMESTER 4**

ENGL-202	Tech. Report Writing	3		3
ENGY-340	Fund. of Air Conditioning	2	2	3
ENGY-435	HVAC Electrical Apps.	3		3
ENGY-425	Building Management Systems	3	3	4
ENGY-411	Advanced Heating System Design	4		4
		<hr/> 15	<hr/> 5	<hr/> 17

**HEATING/VENTILATION/AIR CONDITIONING**  
**Certificate of Completion program**
**ENGY.COC**

This program prepares individuals for employment in entry-level positions in the heating and air conditioning industry. Fundamentals of oil burner and air conditioning maintenance, repair, and installation are the focus of this program.

Students are given the opportunity to earn additional awards by taking the Certificate of Competency and Stationary Fireman's examinations as directed by the Mass. Department of Public Safety, and the EPA Technician certification. Students who complete the required course of study are prepared for employment in one of the following occupations: heating systems technician, refrigeration technician, power plant operator, and electrical controls troubleshooter.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ENGY-110	Theory of Controls	3		3
ENGY-120	Energy Systems Lab 1	1	3	2
ENGY-240	Principles of Refrigeration	2	3	3
ENGY-330	Power Plant Operation 1	3		3
ENGY-320	Heating System Design	3		3
		<hr/> 12	<hr/> 6	<hr/> 14

**SEMESTER 2**

ENGY-220	Combustion Control Circuits	3		3
ENGY-230	Energy Systems Lab 2	1	3	2
ENGY-340	Fundamentals of Air Conditioning	2	2	3
ENGY-435	HVAC Electrical Apps	3		3
ENGY-411	Advanced Heating Design	4		4
		<u>13</u>	<u>5</u>	<u>15</u>

Upon successful completion of the requirements for this program, a **Certificate of Completion in Heating/Ventilation/Air Conditioning** from STCC will be awarded.

## Environmental Technology

### Clean Water Technology

ENWW.COC

STCC can prepare you for an interesting, challenging and rewarding career in water pollution control, wastewater treatment or air pollution monitoring—all aimed at protecting the planet's most precious natural resource.

Even though 70 percent of the Earth's surface is covered by water, it is estimated that 1.5 billion people lack safe drinking water. That is because supplies, which are already limited, are being polluted – directly by all of us as we go about the activities of daily life, and indirectly by contaminants from soil/groundwater systems and from the atmosphere via rainwater. Managing our finite water supplies is vital to our future, and water- and wastewater-treatment efforts are key to protecting our environmental resources, using them wisely, and ensuring the delivery of safe, clean water to people throughout the world.

If our water resources matter to you, you can help to keep them clean, safe and available by achieving one of these exciting goals:

- Completion of certificate program in wastewater treatment
- An associate's degree from STCC in civil engineering technology
- An associate's degree from STCC plus state certification in a selected discipline such as wastewater treatment
- Preparation for and transfer to a four-year degree program leading to a bachelor's degree in civil engineering technology.

Career paths available with this training include: wastewater operations; water quality operations; environmental monitoring; engineering technology; facility management; maintenance management, and positions with regulatory agencies.

In these professions, you can help to preserve the environment; build and maintain critical infrastructure; operate and maintain water and wastewater treatment facilities and ensure safe, plentiful water for tomorrow's needs.

New facilities are being built, new technology is being developed and utilized and a new work force is needed for the future. The demand for municipal and industrial wastewater-treatment plant operators and managers is expected to grow by 10 percent to 14 percent each year into the next decade. These jobs pay salaries in the \$45,000 range, according to the Bureau of Labor Statistics. STCC can equip you for opportunities in this exciting field.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
ENVR-331	Clean Water Technology	3	3	4
MATH-117	Contemporary Mathematical Apps.	3		3
CHEM-101	Survey of Chemistry 1 (or)			
CHEM-103	General Chemistry 1	<u>3</u>	<u>4</u>	<u>4</u>
		12	7	14



**SEMESTER 2**

ENVR-325	Occupational Safety	3		3
ENVR-411	Drinking & Industrial Water Processes	3	3	3
BIOL-102	Principles Of Biology 1	3	2	4
CMPA-160	Computer Basics: Con. & Applic.	3		3
		<hr/> 13	<hr/> 5	<hr/> 15

Upon successful completion of the requirements for this program, a **Certificate of Completion in Water Remediation** will be awarded.

## Fire Protection and Safety Technology

### Associate Degree Program

### FIRE.AS

Core courses for an associate degree program in Fire Protection and Safety Technology as well as a certificate of completion program in Fire Science are offered during the evening hours at the Chicopee Fire Training Center. The first class session is held on campus. Graduates of this associate degree program will be able to enter the Salem State College Fire Science bachelor's degree program through an articulation agreement between the colleges.

No.	Course Title	Credits
ENGL-100	English Composition 1	3
ENGL-200	English Composition 2	3
CHEM-101	Survey of Chemistry 1	4
FIRE-125	Fire Protection and Fire Prevention	4
FIRE-210	Building Construction	3
FIRE-220	Organization and Management	3
FIRE-310	Fire Hydraulics and Equipment	3
FIRE-330	Fire Protection Systems	3
FIRE-340	Fire Officership	3
FIRE-410	Hazardous Materials	3
FIRE-420	Fire Causes and Detection	3
FIRE-430	Advanced Protection Systems	3
MATH-117	Contemporary Math Applications	3
PHYS-130	College Physics 1	3
PSYC-100	General Psychology (or)	0
SOCL-100	Introduction to Sociology	3
	General Elective	3
	General Elective	3
	General Elective	3
	General Elective	<hr/> 3
		59

## FIRE PROTECTION AND SAFETY TECHNOLOGY

General Electives include the following:

CMPA-103	Microcomputer Applications for Windows
ENGL-203	Fundamentals of Oral Communication
ECON-100	Principles of Economics 1
HIST-100	Survey of Early U.S. History
PSYC-100	General Psychology
MANG-110	Principles of Management
ENGL-302	American Literature 1620-1860
HIST-100	Survey of Western Civilization
PSCI-100	American Government and Politics

*See technologies counselor for additional electives*

Upon successful completion of the requirements for this program, the degree of **Associate in Science in Fire Protection and Safety Technology** will be awarded.

### FIRE SCIENCE

#### Certificate of Completion Program

#### FIRE.COC

This certificate of completion program is designed to provide professional training for students in careers as technicians in fire protection and safety agencies. Careers include opportunities in municipal, state and federal agencies, as well as insurance companies and industries. This program is designed to meet the needs of potential and in-service firefighters by providing practical and technical instruction to those who will be serving the greater Pioneer Valley and Connecticut Valley communities.

No.	Course Title	Credits
ENGL-100	English Composition 1	3
FIRE-125	Fire Protection and Fire Prevention	4
FIRE-210	Building Construction (Fire)	3
FIRE-220	Organization and Management (Fire)	3
FIRE-330	Fire Protection Systems	3
FIRE-340	Fire Officership	3
FIRE-420	Fire Causes and Detection (Arson 1)	3
FIRE-430	Advanced Protection Systems	3
		<hr/> 25

## Graphic Arts Technology

## GRPH.AS

### Associate Degree Program

The Graphic Arts Department offers a curriculum designed to prepare students for careers in printing, publishing, advertising, and commercial photography. The program courses cover a wide cross section of imaging technologies, from traditional printing and print preparation techniques through the latest digital processes, including studio-based digital photography. They combine a strong theoretical foundation with hands-on laboratory experiences in practical application.

An associate degree in Graphic Arts Technology will provide the education necessary to begin a successful career in the graphic arts industry, as well as many of the diverse emerging imaging technologies such as the Internet. Rochester Institute of Technology, as well as other institutions offering programs in the various imaging technologies, accept credits from the STCC Graphic Arts Technology program toward their degree programs. The program offers two options, Commercial Art and Digital Photography, as well as two Certificates of Completion in Desktop Publishing and Graphic Arts Technology.

Minimum Grade Requirement: The minimum passing grade for any individual course in this program shall be a "D" (60%). The minimum average for graduation from the program is a "C" (73%).

Upon the successful completion of requirements for this program, as listed below, the degree of **Associate in Science in Graphic Arts Technology** will be awarded.

**CORE CURRICULUM FOR BOTH OPTIONS**

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
GRPH-145	Intro. to the Graphic Arts Computer	2	3	3
GRPH-180	Digital Photography	2	3	3
GRPH-462	Digital Imaging – Photoshop	2	3	3
ARTS-346	History of Modern Art	3		3
ENGL-100	English Composition 1	3		3
		<hr/> 12	<hr/> 9	<hr/> 15

**COMMERCIAL ART  
OPTION TO GRAPHIC ARTS TECHNOLOGY**

**CART.AS**

This option prepares students for careers in image preparation for commercial printing or entry level into advertising agencies and commercial art studios. Students will develop proficiencies in various imaging technologies using the latest professional software programs and digital technologies. Courses in typography, layout, graphic design, portfolio presentation, color management, prepress, and printing technology are included in the program.

**SEMESTER 2**

GRPH-122	Digital Prepress	2	3	3
GRPH-125	Typography and Layout	2	3	3
GRPH-131	Graphic Communications	3		3
GRPH-200	Introduction to Web Design	2		3
GRPH-455	Macintosh Operating Systems	3		3
MATH-117	Contemporary Math Applications*	3		3
		<hr/> 15	<hr/> 6	<hr/> 18

**SEMESTER 3**

GRPH-201	Interactive Media Design	2	3	3
GRPH-420	Color Reproduction Processes	2	3	3
GRPH-463	Digital Illustration Techniques	2	3	3
PHYS-256	Optics and Image Recording	3	3	3
ENGL-200	English Composition 2 (or)			
WRIT-202	Technical Report Writing	3		3
		<hr/> 12	<hr/> 12	<hr/> 15

**SEMESTER 4**

GRPH-360	Offset Presswork	2	3	3
GRPH-422	Color Management	2	3	3
GRPH-445	Graphic Arts Portfolio Workshop	2	3	3
GRPH-461	Electronic Publication - Quark Xpress	2	3	3
ARTS-220	History of Photography	3		3
	Elective: Social Science	3		3
		<hr/> 11	<hr/> 12	<hr/> 18

## GRAPHIC ARTS TECHNOLOGY

Note 1: ENGL-202 Technical Report Writing or ENGL-200 English Comp. 2, GRPH-397 and GRPH-497 Cooperative Education: Recommended as additional courses, but not certified as substitution for any of the above

Upon the successful completion of requirements for this program, the degree of **Associate in Science in Graphic Arts Technology** will be awarded.

### DIGITAL PHOTOGRAPHY OPTION TO GRAPHIC ARTS TECHNOLOGY

**DPHO.AS**

This option prepares students for fast-paced careers in commercial studio photography, including portrait photography, product photography, digital image modification, photo restoration, photo retouching, digital work flow, and image preparation for final output. The student will also develop proficiencies in various lighting and image capture techniques, as well as skills with professional imaging software programs. Courses in typography, layout, graphic design, and website design, including HTML and interactive media techniques, are also included in the program.

#### SEMESTER 2

GRPH-200	Intro. to Web Design	2		3
GRPH-280	Advanced Digital Photography	2	3	3
GRPH-455	Macintosh Operating Systems	3		3
MATH-117	Contemporary Math Applications	3		3
ENGL-200	English Composition 2 (or)			
ENGL-202	Technical Report Writing	3		3
	Elective: Social Science	3		3
		<hr/> 16	<hr/> 3	<hr/> 18

#### SEMESTER 3

GRPH-201	Interactive Media Design	2	3	3
GRPH-283	Photographic Illustration	2	3	3
GRPH-420	Color Reproduction Processes	2	3	3
GRPH-463	Digital Illustration Techniques	2	3	3
PHYS-256	Optics and Image Recording	3	3	4
		<hr/> 11	<hr/> 15	<hr/> 16

#### SEMESTER 4

GRPH-281	Advertising Photography	2	3	3
GRPH-282	Professional Digital Imaging			
	Techniques	2	3	3
GRPH-422	Color Management	2	3	3
GRPH-461	Electr. Pub. - Quark Xpress	2	3	3
ARTS-220	History of Photography	3		3
		<hr/> 11	<hr/> 12	<hr/> 15

Upon the successful completion of requirements for this program, the degree of **Associate in Science in Graphic Arts Technology** will be awarded.

### DIGITAL PHOTOGRAPHY Certificate of Completion program

**DPHO.COC**

This is a nine-course excursion into the realm of professional studio and advertising photography, photographic illustration, and the related digital techniques for producing, altering, and enhancing visual images. Students will develop proficiencies in digital image capture; product, portrait, commercial, and fine art photography. Students will learn the latest professional image preparation software programs, various printing materials and technologies, and interactive media applications. All courses in this certificate program can be directly applied toward the Digital Photography associate degree option.



# GRAPHIC ARTS TECHNOLOGY

No.	Course Title	Class	Lab	Credits
GRPH-145	Intro. to Graphic Arts Computer	2	3	3
GRPH-180	Professional Digital Photography	2	3	3
GRPH-200	Intro. to Web Design	2	3	3
GRPH-201	Interactive Media Design	2	3	3
GRPH-280	Adv. Prof. Digital Photography	2	3	3
GRPH-281	Advertising Photography	2	3	3
GRPH-283	Photographic Illustration	2	3	3
GRPH-462	Digital Imaging: Photoshop	2	3	3
GRPH-463	Digital Illustration	2	3	3
		<hr/> 18	<hr/> 27	<hr/> 27

Upon the successful completion of the requirements for this program, a **Certificate of Completion in Graphic Arts Technology** from STCC will be awarded.

## GRAPHIC ARTS TECHNOLOGY Certificate of Completion program

### GRPH.COC

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
GRPH-122	Digital Prepress	2	3	3
GRPH-125	Typography and Layout	2	3	3
GRPH-145	Intro. Graphic Arts Computer	2	3	3
GRPH-462	Digital Imaging: Photoshop	2	3	3
ENGL-100	English Composition 1	3		3
		<hr/> 11	<hr/> 12	<hr/> 15

#### SEMESTER 2

GRPH-131	Graphic Communications	3		3
GRPH-180	Prof. Digital Photography (or)			
GRPH-200	Introduction to Web Design	2	3	3
GRPH-461	Electr. Pub.: Quark Xpress	2	3	3
	Elective: Mathematics	3		3
		<hr/> 10	<hr/> 6	<hr/> 12

Upon the successful completion of the requirements for this program, a **Certificate of Completion in Graphic Arts Technology** from STCC will be awarded.

## DIGITAL PUBLISHING Certificate of Completion program

### DPUB.COC

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
GRPH-125	Typography and Layout	2	3	3
GRPH-131	Graphic Communications	3		3
GRPH-145	Intro. to the Graphic Arts Computer	2	3	3
	Elective: Departmental	3		3
		<hr/> 10	<hr/> 6	<hr/> 12

#### SEMESTER 2

GRPH-455	Macintosh Operating Systems	3		3
GRPH-461	Electronic Publication: Quark Xpress	2	3	3
GRPH-462	Digital Imaging: Photoshop	2	3	3
	Elective: Departmental (or)			
	Elective: General Education	3		3
	Elective: Departmental (or)			
	Elective: General Education	3		3
		<hr/> 13	<hr/> 6	<hr/> 15

Departmental/General electives must be taken from the following:

## GRAPHIC ARTS TECHNOLOGY

GRPH-122	Digital Prepress	(3 credits)
GRPH-420	Color Reproduction Processes	(3 credits)
GRPH-425	Color Reproduction	(4 credits)
GRPH-422	Color Management	(3 credits)
GRPH-445	Graphic Arts Portfolio Workshop	(3 credits)
GRPH-463	Digital Illustration Techniques	(3 credits)
CPMA-160	Computer Basics: Concepts and Apps.	(3 credits)
ARTS-360	Experimental Computer Imaging	(4 credits)

Upon the successful completion of the requirements for this program, a **Certificate of Completion in Digital Publishing** from STCC will be awarded.

## Landscape Design and Management Technology

LAND.AS

### Associate Degree Program

The rapidly-expanding and challenging field of landscape design and management technology encompasses the principles of stewardship of both the natural and man-made environments. It requires trained technicians to design, build, and manage a wide range of landscapes, from individual homes to condominiums, from neighborhood parks to golf courses, from downtown restorations to national historic landmarks, as well as training technicians for commercial horticultural applications. STCC's Landscape Design and Management program is designed to introduce the student to this wide world of landscape possibilities. The program builds on a solid foundation of basic courses that cover the field of plant growth, identification, care and maintenance. The student will also develop, through a series of studio courses, landscape design and construction skills. Alumni have traditionally had a wide choice of employment opportunities including landscape designer, contractor, maintainer, golf course maintainer, plant production nursery or greenhouse operator, interior plant specialist, and garden center assistant. Many alumni have also continued their education in landscape architecture or horticulture at the university level. STCC's program participates in the joint admission program with UMass, providing participating students with a quality first two years of education at a cost savings.

**Minimum Grade Requirement:** All Landscape Technology courses shall be completed with a grade of "D" (63% or 1.0) or above. Any course failed must be repeated before graduation and each course may be repeated only once. The student must also have achieved a 2.0 QPA and shall have remained in good academic standing as outlined in general college policy.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
CPMA-160	Computer Basics: Con. & Applic.	3		3
ENGL-100	English Composition 1	3		3
MATH-117	Contemporary Math Applications	3		3
LAND-111	Trees in the Landscape	3	3	4
LAND-120	Prin. of Horticulture	2	3	3
		<hr/> 14	<hr/> 6	<hr/> 16

**SEMESTER 2**

ENGL-200	Comp. 2: Intro. to Lit.	3		3
LAND-210	Presentation Techniques		6	3
BIOL-108	General Botany	3	3	4
LAND-220	Turf Management	2	3	3
	Elective: Social Science (or)			
	Elective: Humanities	3		3
		11	12	16

**SEMESTER 3**

LAND-311	Shrubs in the Landscape	3	3	4
LAND-320	Landscape Practices	2	3	3
LAND-330	Landscape Design 1	1	4	3
LAND-350	Landscape Operations (Plant)	2	3	3
ENGL-203	Fundamentals of Oral Communication	3		3
	Elective: Social Sciences	3		3
		14	13	19

**SEMESTER 4**

LAND-410	Plant Propagation	2	3	3
LAND-420	Landscape Design 2	1	4	3
LAND-431	Earth Forms & Structures	3	3	4
SMBE-421	Small Business Formation (or)			
LAND-197	Landscape Co-op	3		3
LAND-450	Entomology/Disease Control	2	3	3
		11	13	16

Upon the successful completion of requirements for this program the degree of **Associate in Science in Landscape Design and Management Technology** will be awarded.

**TRANSFER COMPACT****LANT.AS****OPTION TO LANDSCAPE DESIGN AND MANAGEMENT TECHNOLOGY**

In addition to our associate degree in Landscape Design and Management Technology, the department offers an associate degree course of study with a Transfer Compact option. This option is for the student who plans to attend the University of Massachusetts or any other four-year institution upon graduation from STCC. In addition to offering many of the core Landscape courses, this program provides the general education courses needed to allow the student to transfer into the University of Massachusetts or similar colleges as a junior, thus providing the student with both cost and time savings.

Minimum grade requirements: All courses in this option must be completed with a grade of "C" or above for transfer consideration of the grade. Any course failed must be repeated before graduation, and each course may be repeated only once. In addition, the student must have achieved at least a 2.0 QPA and shall have remained in good academic standing, as outlined in the general college policy.

Upon successful completion of requirements for this program, as listed below, the degree of **Associate in Science in Landscape Design and Management Technology, Transfer Compact Option**, will be awarded.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
LAND-111	Trees in the Landscape	3	3	4
LAND-120	Principles of Horticulture	2	3	3
CPMA-160	Computer Basics: Con. & Applic.	3		3
ENGL-100	English Composition 1	3		3
MATH-117	Contemporary Math Applications or higher level math	3		3
		<u>14</u>	<u>6</u>	<u>16</u>

**SEMESTER 2**

LAND-210	Presentation Techniques		6	3
LAND-220	Turf Management	2	3	3
ENGL-200	English Comp. 2: Intro. to Lit.	3		3
BIOL-108	General Botany	3	3	4
	Elective: Social Sciences	3		3
		<u>11</u>	<u>12</u>	<u>16</u>

**SEMESTER 3**

LAND-311	Shrubs in the Landscape	3	3	4
LAND-330	Landscape Design 1	1	4	3
	Elective: Humanities (Note 2)	3		3
	Elective: Humanities (Note 2)	3		3
	Elective: Humanities (Note 2)	3		3
	Elective: Social Science (Note 1)	3		3
		<u>16</u>	<u>7</u>	<u>19</u>

**SEMESTER 4**

LAND-410	Plant Propagation (or)			
LAND-420	Landscape Design 2	1	4	3
LAND-431	Earth Forms and Structures	3	3	4
LAND-450	Entomology/Disease Control	2	3	3
	Elective: Social Science (Note 1)	3		3
	Elective: Lab Science	3	3	4
		<u>12</u>	<u>13</u>	<u>17</u>

Note 1: Social Science electives include: psychology, sociology, anthropology, political science, economics, history

Note 2: Humanities electives include: art, theater, foreign language, music, philosophy, literature

**LANDSCAPE DESIGN AND MANAGEMENT**  
**Certificate of Completion program**
**LAND.COC****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
LAND-111	Trees in the Landscape	3	3	4
LAND-120	Principles of Horticulture	2	3	3
CPMA-160	Computer Basics: Con. & Applic.	3		3
ENGL-100	English Composition 1	3		3
		<u>11</u>	<u>6</u>	<u>13</u>



**SEMESTER 2**

SMBE-421	Small Business Formation (or)			
LAND-197	Landscape Co-Op	3		3
LAND-210	Presentation Techniques		6	3
LAND-220	Turf Management	2	3	3
LAND-410	Plant Propagation	2	3	3
BIOL-108	General Botany	3	3	4
		<hr/> 10	<hr/> 15	<hr/> 16

Upon the successful completion of the requirements for this program, a **Certificate of Completion** in **Landscape Design and Management** from STCC will be awarded.

## Laser Electro-Optics Technology

### Associate Degree Program

### LEOT.AS

Laser Electro-Optics Technology is one of the more rapidly growing technical fields in America today. The trained technician can expect favorable job opportunities, promotion potential and rapid advancement. STCC's program is designed to expose the student to four major areas: Laser Systems, Electronics, Optics and Electro-Optics.

The student will learn about the laser both as an instrument and as an integral part of a system designed for industrial, medical and scientific application. The electronics used in generating and controlling the laser will be taught. The use of the laser in electronics production, testing, maintenance, research and development, is part of the curriculum.

In the field of optics, the student will acquire a good working knowledge of light, geometrical and physical optics, optical components and optical systems. Finally, the student will devote a large portion of time incorporating optical and laser skills and knowledge into developing electro-optics techniques and systems.

**Educational background:** Applicants are advised that competency in algebra, trigonometry, and physics is important. Applicants without this background may take the prerequisite courses at STCC, although this may lengthen the time needed to complete the degree program.

**Students wishing to further their education in an engineering field** should notify their STCC academic advisor early in their course of study so that arrangements can be made to facilitate the transfer process.

**Minimum Grade Requirement:** Students must receive a grade of "D" or better. A QPA of 2.0 must be achieved for graduation.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
LEOT-180	Intro. to Light and Lasers	2	3	3
ESET-141	Electric Circuits	4		4
ESET-145	Electric Circuits Lab		1	1
CSET-210	Introduction to Computer Systems	2	3	3
ENGL-100	English Composition 1	3		3
MATH-132	Technical Math 1	4		4
LEOT-090	Laser and Lab Safety	1		1*
		<hr/> 16	<hr/> 7	<hr/> 18

**SEMESTER 2**

LEOT-330	Optics 1	3	3	4
ESET-271	Instrumentation & Measurement	3	3	4
MATH-232	Technical Math 2	4		4
CHEM-103	General Chemistry 1 (or)			
MATH-155	Calculus 1 (or)			
PHYS-119	Technical Physics (or)			
PHYS-120	Technical Physics for Electronics (or)			
PHYS-256	Optics and Image Recording	3	3	4
		13	9	16

**SEMESTER 3**

LEOT-322	Introduction to Lasers	2	3	3
LEOT-349	Fiber-Optic Communications	3	3	4
LEOT-349	Optics 2	3	3	4
LEOT-420	Sensors & Data Acquisition	3	3	4
ESET-371	Technical Report Writing (or)			
ENGL-202	English Composition 2 (or)			
ENGL-203	Fund. of Oral Communication	3		3
		14	12	18

**SEMESTER 4**

LEOT-465	Senior Projects in LEOT	1	5	3
LEOT-439	Opto-Electronics	3	3	4
LEOT-451	Advanced Topics in Lasers	3	3	4
LEOT-460	Industrial and Medical Lasers	2	3	3
	Elective: Social Science	3		3
		12	14	17

\* Below college level; does not carry graduation credit

Upon the successful completion of requirements for this program the **Associate in Science Degree in Laser Electro-Optics Technology** will be awarded.

## Mechanical Engineering Technology

### Associate Degree Program

MECH.AS

Mechanical Engineering Technology (MET) is the practical application of engineering and scientific principles for the purpose of designing and manufacturing quality products, services, and systems. The majority of the MET's training is centered around using today's high-tech computer hardware and software. These computer skills are complemented with instruction in mathematics, science, and engineering analysis to provide the graduate with the sound foundation essential to implement design and manufacturing solutions.

Today, more than ever, industry is challenged to produce cost-effective, high-quality products at ever-increasing production rates. In order to stay competitive, companies are developing computer-integrated manufacturing systems, implementing concurrent engineering, and certifying to ISO 9000, and are also competing for the Malcolm Baldrige Quality Award. These companies demand highly trained and knowledgeable employees to successfully implement these critical design and manufacturing initiatives. The associate degree in Mechanical Engineering Technology will give the student a competitive advantage in entering the job market, and will enable industry professionals to obtain the necessary skills to advance within their organizations.

The associate degree in Mechanical Engineering Technology provides the student with a unique combination of theoretical and practical knowledge of today's design and manufacturing processes using CAD, CNC, CAD/CAM integration, and total quality management. Manufacturing engineering technicians must have a sound math and science foundation, possess a working knowledge of materials, exhibit good communications skills, and most of all be skilled in the latest computer technologies.

Using CAD, students learn how to create designs in two- and three-dimensional space, provide documentation according to current professional standards, and provide for seamless integration into computer-aided manufacturing systems. In addition, students are instructed in design for manufacturability, including the necessary design analysis methods required to ensure product function and reliability. During the final semester, the student's career is punctuated with a capstone project. These competitive projects combine design and manufacturing students into small teams whose mission is to research, design, document, and ultimately manufacture a product or implement a system.

Upon successful completion of the requirements as listed below, the degree of **Associate in Science in Mechanical Engineering Technology** will be awarded.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
MECH-115	Introduction to Engineering	2	3	3
MECH-150	Fundamentals of CNC	2	3	3
MECH-185	Mechanical CAD 1: 2D Fundamentals	3	3	4
MECH-186	Engineering Drawing Practices	2		3
ENGL-100	English Composition 1	3		3
		<hr/> 12	<hr/> 9	<hr/> 16

**SEMESTER 2**

MECH-226	Metrology and Geometrics	2	3	3
MECH-280	Solid Modeling for Mechanical Design I	3	3	4
MECH-338	Computer Aided Manufacturing 1 (CAM 1)	3		3
MECH-339	CAM 1 Lab		3	1
MATH-132	Technical Math 1	4		4
ENGL-202	Technical Report Writing	3		3
		<hr/> 15	<hr/> 9	<hr/> 18

**SEMESTER 3**

MECH-370	Solid Modeling for Mechanical Design II	2	6	4
MECH-438	CAM 2	3		3
MECH-439	CAM 2 Lab		3	1
MECH-442	Manufacturing Planning and Control			
MATH-232	Technical Math 2	4		4
	Elective: Mechanical Science (Note 1)	3	3	4
		<hr/> 14	<hr/> 15	<hr/> 19

**SEMESTER 4**

MECH-324	Statics/Strength of Materials	4		4
	Elective: Mech. Technical (Note )	2	3	3
MECH-390	Materials and Manuf. Processes	2	3	3
MECH-481	Senior Projects	3	3	4
	Elective: Hum./Soc. Sci. (Note 3)	3		3
		<u>14</u>	<u>9</u>	<u>17</u>

Note 1: Students must choose between PHYS-119, PHYS-130 or CHEM-103.

Note 2: Students must choose between MECH-327 or MECH-467.

Note 3: Students must choose from the following courses: ECON-100, HIST-300, PHIL-110, PHIL-210, PSYC-100, SOCL-100 or SOCL-301.

**COMPUTER-AIDED DRAFTING****CCAD.COC****Certificate of Completion program**

This program prepares the student for an entry-level position as a design detailer using AutoCAD or similar drafting software. Students gain skills in 2D and 3D design and geometric dimensioning. Students who complete the required course of study in CAD are prepared for employment as a computer-aided drafting/ designer, mechanical detailer, 3D designer, or drafting quality assurance examiner.

No.	Course Title	Class	Lab	Credits
MECH-185	Mechanical CAD 1: 2D Fund.	3	3	4
MECH-226	Metrology and Geometrics	2	3	3
MECH-280	Mechanical CAD 2: 3D Fund.	3	3	4
MECH-370	Mechanical CAD 3: 3D Design	3	3	4
MECH-467	Adv. Engineering Apps.	2	3	3
	Elective: Mech. Technical (Note)	2	3	4
ENGL-100	English Composition 1	3		3
MATH-132	Technical Math 1	4		4
		<u>22</u>	<u>18</u>	<u>29</u>

Prior approval of elective is required from the Mechanical Engineering Technology department chair or designee.

Upon successful completion of the requirements for this program, a **Certificate of Completion** in **Computer-Aided Drafting** from STCC will be awarded.

**COMPUTER-AIDED MANUFACTURING****CCAM.COC****Certificate of Completion program**

This program prepares the student for an entry-level position as a part programmer using CNC programming software. The student will be able to take a part print, determine the appropriate method for manufacturing, program the part, set up, and run CNC machinery. Students who complete the required course of study in CAM will be prepared for employment as a computer-numeric controlled (CNC) programmer, 3D machining and modeling technician, CNC machine operator, or software integration technician.



# MECHANICAL ENGINEERING TECHNOLOGY

No.	Course Title	Class	Lab	Credits
MECH-150	Fundamentals of CNC	2	3	3
MECH-185	Mechanical CAD 1: 2D Fund.	3	3	4
MECH-280	Mechanical CAD 2: 3D Fund.	3	3	4
MECH-338	Computer-Aided Manufacturing 1	3		3
MECH-339	CAM 2 Lab		3	1
MECH-438	Computer-Aided Manufacturing 2	3		3
MECH-439	CAM 2 Lab		3	1
ENGL-100	English Composition 1	3		3
MATH-132	Technical Math 1	4		4
		<hr/> 21	<hr/> 15	<hr/> 26

Upon successful completion of the requirements for this program, a **Certificate of Completion in Computer-Aided Manufacturing** from STCC will be awarded.

## CAD/CAM

## CADM.COC

### Certificate of Completion Program

The CAD/CAM certificate is designed to provide students with basic manufacturing and design skills. This certificate can be completed in one year (two semesters); however, it must be started in the fall semester.

The CAD portion of the CAD/CAM certificate prepares the student for an entry-level position as a design detailer using AutoCAD or similar CAD software. Students gain skills in 2D and 3D part creation including geometrical dimensioning practices. Students who complete this certificate are prepared for employment as entry-level detailers using any CAD system. The CAM portion of the CAD/CAM certificate program prepares the student for an entry-level position in any manufacturing company. The student will be capable of taking a part print, determining the appropriate method for manufacturing, programming the part, then setting up and running a CNC machine. Students will be able to inspect the finished pieces for quality compliance.

Students who complete the required course of study can assume entry-level positions as CNC programmers, CNC machine operators, inspectors, or technical sales representatives. Students also learn the integration of CAD with CAM to obtain a fundamental understanding of how to proceed from the design stage to manufacturing.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
MECH-115	Intro. to Engineering Tech. (or)			
MECH-150	Fundamentals of CNC	2	3	3
MECH-185	Mechanical CAD 1: 2D Fund.	3	3	4
MATH-132	Technical Math 1	4		4
	Mechanical Technical Elective	<hr/> 2	<hr/> 3	<hr/> 4
		11	9	15

### SEMESTER 2

MECH-226	Metrology and Geometrics	2	3	3
MECH-280	Mechanical CAD 2: 3D Fund.	3	3	4
MECH-338	Computer-Aided Manufacturing 1	3		3
MECH-339	CAM 1 Lab		3	1
	Mechanical Technical Elective	<hr/> 2	<hr/> 3	<hr/> 4
		9	15	14

Note 1: Prior approval of elective is required from the Mechanical Engineering Technology department chair or designee

Upon successful completion of the requirements for this program, a **Certificate of Completion in CAD/CAM** from STCC will be awarded.

**CNC OPERATIONS****CNCO.COC****Certificate of Completion Program**

The CNC certificate is designed to provide students with basic operation and control of modern computer numerical control machinery. The CNC certificate prepares the student for an entry-level position in manufacturing companies in the greater Springfield-Hartford area. This certificate can be completed in one year (two semesters), however; it must be started in the fall semester. Students are instructed in CNC programming, machine set-up, and operation of a CNC mill and lathe. Advanced programming is included for multi-axis machining.

Students also learn the integration of solid models from CAD with CAM to obtain a fundamental understanding of how to proceed from the design stage to manufacturing.

Students may obtain CNC operator positions in companies whose products include (but are not limited to) aerospace components, medical devices, laser cutting and welding, and consumer products.

Upon successful completion of the requirements for this program, a **Certificate of Completion in CNC Operations** from STCC will be awarded.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
MECH-115	Introduction to Engineering Technology	2	3	3
MECH-150	Fundamentals of CNC	2	3	3
MECH-186	Engineering Drawing Practices	3		3
MECH-226	Metrology and Geometrics	2	3	3
		<hr/> 9	<hr/> 9	<hr/> 12

**SEMESTER 2**

MECH-251	CNC Applications	2	3	3
MECH-280	Solid Modeling for Mechanical Design I	3	3	4
MECH-297	Mechanical Co-op	30		3
MECH-327	Quality Concepts	2	3	3
MECH-338	Computer-Aided Manufacturing 1 (CAM 1)	3		3
MECH-339	CAM 1 Lab		3	1
		<hr/> 40	<hr/> 12	<hr/> 17

## Telecommunications Technology

**Associate Degree Program****TCOM.AAS**

The Telecommunications Technology program prepares students for work in the development, installation, maintenance, and operation of sophisticated telecommunications systems.

Telecommunications is one of the most rapidly-growing high tech fields in America. The Information Age is upon us, and the technology that delivers the information, in voice, data, video, or combinations of these, is telecommunications technology. Increased competition due to federal deregulation and recent developments in the areas of fiber optics, ATM, xDSL, LAN/WAN technology, and wireless technology has made telecommunications technicians highly sought after.

Graduates of this program would work in areas such as research, design, field service, and technical support for telephone companies, Internet service providers, cable and wireless communications companies, and communications equipment manufacturers.

**Educational background:** Applicants are advised that competency in algebra, trigonometry, and physics is important. Applicants without this background may take the prerequisite courses at STCC although this will lengthen the time needed to complete the degree program.

Students wishing to further their education in an engineering field should notify their STCC academic advisor early in their course of study so that arrangements can be made to facilitate the transfer process.

**Minimum Grade Requirement:** Students must receive a grade of "D" or better. A QPA of 2.0 must be achieved for graduation.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ESET-141	Electric Circuits	4		4
ESET-145	Electric Circuits Lab		3	1
ESET-151	Technical Doc. Using Word	1		1
ESET-153	Technical Doc. Using Excel	1		1
TCOM-120	A+ Part 1	2	3	3
ENGL-100	English Composition 1	3		3
MATH-132	Technical Math 1	4		4
		<hr/> 16	<hr/> 6	<hr/> 17

### SEMESTER 2

TCOM-220	A+ Part 2	3	3	4
TCOM-235	Introduction to TCP/IP	3	3	4
TCOM-240	Network Plus	2	3	3
MATH-232	Technical Math 2	4		4
	Elective: Social Science	3		3
		<hr/> 15	<hr/> 9	<hr/> 18

### SEMESTER 3

TCOM-315	Telecom Systems	3	3	4
TCOM-335	CCNA 1	3	3	4
TCOM-430	Lightwave Communication	3	3	4
ENGL-200	English Comp. 2: Intro to Lit. (or)			
ENGL-202	Technical Report Writing			
LEOT-090	Lab and Laser Safety *	1		1
ESET-152	Technical Doc. Using Visio	1		1
		<hr/> 11	<hr/> 9	<hr/> 14

### SEMESTER 4

TCOM-360	Wireless Communications	3	3	4
TCOM-415	Video Communications	3	3	4
TCOM-435	CCNA 2	3	3	4
TCOM-450	Voice Over Internet Protocol (VoIP)	3	3	4
		<hr/> 12	<hr/> 12	<hr/> 16

\* Below college level; does not carry graduation credit

Note: PHYS-119 Technical Physics is an optional, recommended course, but is not required for graduation.

Upon the successful completion of the requirements for this program, as listed above, the degree of **Associate in Applied Science in Telecommunications Technology** will be awarded.

## Health & Patient Simulation



Roma Wysoczanski was a medical doctor in Poland, with a satisfying job in a hospital. She fell in love with a Polish American, and began a new life in America, starting in the English as a Second Language department at STCC. She graduated in 2008 from our Diagnostic Medical Sonography program.



# Health Professions

**All students applying to School of Health & Patient Simulation programs must take the college math, English, and reading placement tests.** See individual program descriptions in this catalog for additional requirements. It is highly recommended that each applicant contact the Admissions Office or the program chairperson as early as possible for clarification of entrance requirements.

**Final acceptance** into the School of Health & Patient Simulation is conditional upon the submission of all health forms to the college Health Services office and review and acceptance of students by the Dean of Health and Patient Simulation and the affiliation agency representative.

Students enrolled in the School of Health & Patient Simulation, in addition to meeting the general requirements of the college must:

1. for each year of attendance, meet all terms of each and all clinical affiliation agreements to include, but not limited to, CORI, SORI, and drug testing. This pertains to all clinical experiences on and off campus.
2. meet the specific academic and other requirements of the program of study to which application has been made, and
3. demonstrate at all times, the appropriate level of professionalism for the field in which you are enrolled and for the healthcare industry in general.

**Clinical Experience**, including patient simulation, on and off campus is an integral part of learning. Students must complete clinical experiences as required by the program. Students may be required to attend clinical experiences during day, evening and/or weekends. Summer clinical experiences may be required to meet program standards, even if not previously designated.

**Products used for lab, clinical, and simulation experiences on and off campus may contain latex or other material that, in some people, cause sensitivity.**

**The terms of the affiliation agreements** require each student to:

1. Submit a pre-entrance physical examination and record of immunization completed by a licensed physician to the college Health Service for review by the affiliating agency and the college.

**ALL REQUIRED LABORATORY WORK, IMMUNIZATIONS, AND CHEST X -RAYS IN ADDITION TO THE PHYSICAL EXAMINATION MUST BE COMPLETED PRIOR TO THE FIRST DAY OF CLASSES IN THE FIRST SEMESTER. A REPEAT MANTOUX MUST BE DONE BEFORE THE BEGINNING OF THE THIRD SEMESTER.** (see Immunization Law)

All students must be immunized for Hepatitis B or have on file in the college Health Services office a statement of declination.

The affiliating agency reserves the right to **refuse** to accept a student for placement who does not meet the Agency standards or who has not been immunized.

2. Carry a malpractice liability insurance policy. The college will arrange for this insurance coverage. The premium is to be paid by the insured student. Limits of coverage are to be determined by the college. Cost to the student is about \$15.00 per year. This rate is subject to change without notification.
3. The college requires that all students in the School of Health & Patient Simulation must wear the college student uniform as set forth by the departments and meet the requirements of the Professional Dress Code when on affiliation on or off campus in clinical laboratory settings and at other times

as designated by the respective departments. The uniform includes the specified name badge.

4. Abide by the rules and regulations of the cooperating agencies.
5. Assume the cost of transportation to the clinical agencies and other related expenses such as meals, etc.
6. Fulfill the academic and behavioral competencies established by the program, school, and college.
7. As allowed by law, accepted students will be required to pass a CORI, SORI and drug check each year of attendance in a health program.

Additional requirements of each Health program are detailed in this catalog. The college reserves the right to withdraw any student at any time from his/her program in Health who cannot be placed in a cooperating agency because of failure of the student to meet or comply with the terms of the affiliation agreement, college or school policy, and/or achieve the behavioral objectives/competencies of the educative event(s).

Some programs, in order to meet the hour requirements of their accrediting agency, have intersession and/or summer sessions in addition to the regular college semester. Students will be charged for intersession and/or summer sessions at the regular School of Continuing Education rate. This is in addition to the regular college tuition which covers the semester course of study.

### Continuation in a Health Program

The Dean of the School of Health & Patient Simulation may suspend or withdraw any student who does not meet the standards and expectations of a program of study, or who fails to adhere to college, school, or program policies, regardless of academic standing.

## TECHNICAL STANDARDS

The School of Health & Patient Simulation and the School of Engineering Technologies have established a set of specific technical standards which are required in the profession and which are necessary in order to affiliate in the clinical agencies and ultimately practice in the profession. It should be noted that under the Americans With Disabilities Act, "A qualified person with a disability is one who can perform the essential function of a job with or without reasonable accommodation."

The technical standards are not conditions of admission to a program of study. They reflect performance abilities that are necessary for a student to successfully complete the requirements of specified programs.

Prior to enrollment within these schools, each student will be required to sign and return a form indicating that he or she has read and understands the technical standards established for the specific program in which he or she is enrolling.

# SIMS Medical Center™

**SIMS Medical Center™** is a nationally recognized patient simulation facility with an experienced faculty and staff dedicated to the exploration of patient simulation with the goal of improved patient care.

SIMS Medical Center (SMC) provides a state of the art educational environment where students and health care personnel obtain new skills and refine existing competencies. SMC has provided workshops for a wide variety of participants from beginners to "train the trainers." SMC also provide elementary through high school student a chance to explore health careers.

An emphasis on interdisciplinary scenarios closely replicates the medical workforce environment of today. SMC includes a four bed Acute Care Unit, Trauma Room, Surgical Suite, Basic Care Unit, and the two bed Berkshire Bank Critical Care Unit. Student get direct hands-on experience with patient simulators from Laerdal, METI, and Gaumard placed in realistic medical settings.

SIMS Medical Center is a Laerdal Center of Educational Excellence.

# Interdisciplinary Health Studies

INTS

This department provides exploration of health fields. If you are thinking of entering a health field, this is the best first step. During exploration, essential skills for college success are obtained, such as critical thinking, communication, study strategies, and computer use. A variety of courses are offered, some over the Internet. Some courses will also fulfill general elective requirements. Available courses are listed in the course description section of this catalog.

## Clinical Laboratory Science

CLLS.AS

### Associate Degree Program

This program offers an integrated curriculum which provides the students with a background in general education and the skills necessary to function in a clinical laboratory science field and prepares them at career entry level. Fundamentals in clinical waste management, OSHA regulations, clinical microscopy, urinalysis, microbiology, hematology, immunohematology, immunology, and clinical chemistry comprise the core curriculum. Practical clinical experience is obtained in a clinical laboratory with which the college has a contractual agreement. The clinical experience may not be sequential, but by arrangements, according to available clinical resources. In order to matriculate, students must:

1. Have achieved a minimum passing grade of "C" (73) in all Clinical Laboratory courses (departmental) and
2. Have passed all courses within the given semester. A minimum QPA of 2.0 must be maintained to remain within the department. Failed CLLS department courses and a QPA of less than 2.0 will result in the student being withdrawn from the department. The student must then reapply to the department for admission; this may be done only once.
3. All health requirements of the college, the School of Health & Patient Simulation and the CLLS department must be satisfied.

Applicants must have completed a college preparatory course in high school which included biology, chemistry with labs, and mathematics. Students must place at ENGL-100 and ALGB-097 (Algebra 2) on the STCC English and math placement tests before registration in this program for certain courses. The ALGB-097 may be taken during the first semester or prior to CHEM-101 Survey of Chemistry and STAT-142 Statistics.

Graduates of the program are eligible for national certification by successfully passing a computerized adaptive examination given by a certifying agency. All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study.

Clinical laboratory practicum includes an intersession, spring and summer session which may not be sequential to the academic program, depending on availability of placement. The first practicum starts during the intersession period in the second year of study. Students must be mindful that placement will require travel and that they are responsible for their own transportation and maintenance.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 W. Bryn Mawr Avenue, Suite 670, Chicago, IL 60631-3415, phone (773) 714-8880.



**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CLLS-105	Intro. to Clinical Lab (10 wks 3-3-3)	2	2	3
CLLS-103	Medical Lab. Safety (5 wks 3-0-1)	1		1
ENGL-100	English Composition 1 *	3		3
BIOL-148	Basics of Anatomy & Physiology **	3	2	4
CHEM-101	Survey of Chemistry	3	3	4
CMPA-160	Computer Basics: Con. & Applic.	3		3
CLLS-152	Prin. & Practice of Phlebotomy (5 wks 3-3-1)	1	1	1
		<hr/> 16	<hr/> 8	<hr/> 19

**SEMESTER 2**

CLLS-213	Medical Microbiology 1	3	3	4
CLLS-300	Hematology and Coagulation	3	3	4
CLLS-225	Urinalysis & Body Fluids (7 wks 2-2-1)	1	1	1
CLLS-355	Clin. Lab Instrum. & Quality Cont. (7 wks 2-3-2)	1	1.5	2
BIOL-140	Biochemistry	3		3
STAT-142	Statistics	3		3
ENGL-200	English Composition 2 *	3		3
		<hr/> 17	<hr/> 8.5	<hr/> 20

**SEMESTER 3**

CLLS-302	Clinical Chemistry	3	3	4
CLLS-312	Medical Microbiology 2	3	3	4
CLLS-412	Immunology (7 wks 2-3-2)	1	1.5	2
CLLS-415	Immunohematology (7 wks 4-4-3)	2	2	3
	Elective: Social Science	3		3
		<hr/> 12	<hr/> 9.5	<hr/> 16

**INTERSESSION**

CLLS-420	Clinical Practicum 1 (2 wks 0-40-1)		5	1
----------	-------------------------------------	--	---	---

**SEMESTER 4**

CLLS-421	Clinical Practicum 2		36	6
CLLS-440	Clinical Laboratory Seminar	2		2
		<hr/> 2	<hr/> 36	<hr/> 8

**SUMMER**

CLLS-422	Clinical Practicum 3 (7 wks 0-40-3)		20	3
----------	-------------------------------------	--	----	---

\* Courses may be taken during the evenings or summer

\*\* BIOL-132 and BIOL-232 may be substituted (transferable to four-year programs.)

Upon successful completion of the program requirements as listed below, the degree of **Associate in Science in Clinical Laboratory Science** will be awarded.

**CLINICAL LABORATORY ASSISTANT****CLLS.COC****Certificate of Completion program**

With the changes in laboratory medicine and the economy, there is a need for a one-year assistant program with phlebotomy to meet the needs of the future. This program may be taken by other allied health professionals for multiskilling, or by individuals who want a career ladder. Individuals who complete this program may articulate into the two-year Clinical Laboratory Science program or take the phlebotomy certification exam.

Individuals applying for this program should have completed high school chemistry and biology. Students must place in ENGL-100 and ARTH-078 or higher on the STCC English and math placement tests before registering for the first semester courses. An applicant must be a high school graduate or the equivalent. All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CLLS-103	Medical Lab. Safety (5 wks 3-0-1)	1		1
CLLS-150	Clinical Exp.1 (7 wks 0-8-1)		4	1
CLLS-105	Intro. to Clinical Lab (10 wks 3-3-3)	2	2	3
CLLS-152	Prin. & Prac. of Phlebotomy (5 wks 3-3-1)	1	1	1
CMPA-160	Computer Basics: Con. & Applic.	3		3
ENGL-100	English Composition 1	3		3
BIOL-148	Basics of Anatomy & Physiology	3	2	4
		13	9	16

**INTERSESSION**

CLLS-153	Clinical Exp. 2 (2 wks 0-40-1)		5	4
----------	--------------------------------	--	---	---

**SEMESTER 2**

CLLS-141	Clinical Lab Assistant Skills 2	3	2	4
CLLS-155	Clinical Experience 3		8	2
ENGL-203	Fund. of Oral Communication	3		3
MAST-101	Medical Terminology	3		3
		9	10	12

Upon successful completion of the requirements for this program, a **Certificate of Completion in Clinical Laboratory Assistant** from STCC will be awarded.

## Cosmetology

### Certificate Program

COSM.CRT

The Cosmetology program is designed to provide the student with the basics of the art, science, and business aspects of the cosmetology profession. The program is designed to prepare the student to become a competent, qualified professional, meeting entry-level industry standard. Students receive valuable experience practicing their skills in the STCC Cosmetology Client lab.

The course of study is a two-semester program, beginning in the fall and ending in the spring. This one-year certificate program follows the guidelines outlined by the Division of Professional Licensure, Massachusetts Cosmetology. Courses are designed as competency-based. Theory, lab and clinical are required components. After meeting course and program requirements, the student will receive an application for the State Licensing Exam. After two years of employment, the graduate may apply for licensure as a Cosmetologist with the Massachusetts Board of Registration, Division of Professional Licensure, Massachusetts Cosmetology.

The applicant must be a high school graduate or have a GED. The student must have high school English grades of "C" or better. Program prerequisite: Students must place at DRDG-092 or higher on the placement test. Prerequisite courses include: first semester DRDG-091, DWRT-091, ARTH-078, FRES-160, DRDG-092, ENGL-203, BIOL-102 and ENGL-100.

Intra-college Transfer: Students must place at DWRT-099 and DRDG-092 and/or test at ENGL-100 on the STCC English placement test.

Minimum Grade Requirement: A student must maintain a minimum grade of "C" (73%) in each cosmetology course. A student must meet minimum grade requirements in the fall semester in order to continue to spring semester and qualify for graduation. The related science course BIOL-146 Essentials of Human Biology 1 and SMBE-125 Introduction to Entrepreneurship, are customized for the Cosmetology program and therefore restricted to Cosmetology students. If a student fails any of the required Cosmetology courses, he/she may re-apply for the following semester that the courses are offered. Application for licensure will not be given until the hours and course requirements are met. In this case, Massachusetts Board of Registration, Division of Professional Licensure, Massachusetts Cosmetology will be notified.

Attendance Requirement: Attendance is compulsory because of the minimum hour requirement for graduation. The college **does not** provide for make-up time due to absenteeism. If a student fails to meet the attendance requirement, he or she may be dropped from the program within the first two semesters.

Kits, Books, and Uniforms: Cosmetology students must purchase assigned books, uniforms and kits for the start of class. The kit is comprised of essential equipment and supplies needed to participate in class.

Health Forms: Must be complete at the start to participate and receive credit in laboratory and class.

CORI: All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may or may not be allowed to continue in the program of study. This is also required by the Massachusetts Board of Registration, Division of Professional Licensure, Massachusetts Cosmetology upon entry and exit of the program.

Programmatic Technical Standards: Students must be able to meet all standards and will participate in all scheduled laboratory sessions.

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
COSM-120	Cosmetology Skills 1	2		2
COSM-121	Cosmetology Skills Lab 1		25	6
COSM-122	Aesthetics 1	2		2
COSM-123	Aesthetics Lab 1		4	2
BIOL-146	Essentials of Human Biology 1	2	2	3
		<hr/> 6	<hr/> 31	<hr/> 15

#### SEMESTER 2

COSM-220	Cosmetology Skills 2	2		2
COSM-221	Cosmetology Skills Lab 2		25	6
COSM-222	Aesthetics 2	2		2
COSM-223	Aesthetics Lab 2		4	2
SMBE-125	Intro. to Entrepreneurship	3		3
		<hr/> 7	<hr/> 29	<hr/> 15

Upon successful completion of the requirements for this program, a **Certificate in Cosmetology** and application to apply for the licensure examination will be provided.



# Dental Assistant

## Certificate Program

DAST.CRT

The Dental Assistant curriculum encompasses the multi-disciplinary team concept. Theoretical skills are attained in conjunction with supervised off-campus clinical affiliation experiences. The curriculum conforms to the standards which are required by the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs. Upon successful completion of the program, the student graduates with a Certificate in Dental Assistant and is eligible to take the Dental Assistant National Board Examination.

The program in dental assisting is fully accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

An applicant should be a high school graduate, or possess a G.E.D. equivalency with a college preparatory background in English, biology (with a lab), mathematics, and typing. The Scholastic Aptitude Test (SAT1) is optional, but preferred. A reading examination will be administered to those individuals who are accepted into the program. Applications should be submitted to the Admissions Office. All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study.

The Dental Assistant program has two primary objectives: to prepare the student for employment as a professional member of the dental team, functioning as a competent dental assistant after graduation; and to prepare and motivate the student to continue his/her dental education toward a degree. Advanced degrees will enable the qualified student to participate in broader areas of the dental profession.

Dental assisting students must purchase a kit which is non-refundable and is comprised of essential materials and supplies. In addition, other expenses will be required as the academic year progresses. Information will be provided on acceptance.

Clinical affiliation is conducted off-campus at various dental offices throughout Western Massachusetts. The student is responsible for providing transportation to and from each clinical and educational facility. The student is expected to be in full dress uniform during this portion of the curriculum.

The minimum grade requirement for the Dental Assistant Program is a grade of "C" (2.0) in each course.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
DAST-100	Dental Assisting Techniques 1	2	3	3
DAST-102	Oral Anatomy	2		2
DAST-103	Dental Radiology 1	2	2	3
DAST-105	Dental Sciences 1	2		2
DAST-106	Dental Materials 1	2	3	3
ENGL-100	English Composition 1 (Note)	3		3
BIOL-148	Bas. of Anat. & Physiology (Note)	3	2	4
		<hr/> 16	<hr/> 10	<hr/> 20

### SEMESTER 2

DAST-200	Dental Assisting Techniques 2	2	3	3
DAST-201	Dental Sciences 2	3		3
DAST-202	Dental Records	2		2
DAST-203	Dental Radiology 2		2	1
DAST-204	Clinical Affiliation		20	5
		<hr/> 7	<hr/> 25	<hr/> 14



**SUMMER**

ENGL-203	Fund. of Oral Communication	3	3
PSYC-100	General Psychology	3	3
		<hr/> 6	<hr/> 6

Note: ENGL-100 and BIOL-148 should be taken the summer before Semester 1. It is mandatory that the student complete ENGL-100 and BIOL-148 with at least a 73% ("C") average to receive transfer credit for these courses.

Upon the successful completion of requirements for this program, as listed below, a **Certificate in Dental Assistant** will be awarded.

## Dental Hygiene

### Associate Degree Program

DHYG.AS

The Dental Hygiene program educates men and women to become vital members of the dental health profession. The two-year basic core curriculum leading to an Associate in Science degree follows the guidelines adopted by the American Dental Association's Commission on Dental Accreditation. The graduate is eligible for licensing examination in each of the fifty states. She/he may transfer credits toward a Baccalaureate degree. The Dental Hygiene program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education.

The curriculum is designed to provide the student a broad educational experience. The student is thus prepared to render preventive oral health services and dental health education. Students receive clinical experience, at the STCC Dental Hygiene Clinic. Students are responsible to complete clinical services on a minimum number of patients. Patient recruitment is the responsibility of the student. Assistance will be provided by the College. The purchase of an instrument kit is mandatory for each dental hygiene student.

All courses listed in the program curricula are required for graduation. The dental hygiene courses are restricted to the semester in which they appear in the curricula. The curriculum customarily is completed within two regular academic years. However, advanced placement will be given to those students qualifying through challenge exams and transfer credits.

Applicants for admission to the Dental Hygiene program must be high school graduates or the equivalent. The candidate must have completed high school-level courses in algebra 1, algebra 2 or geometry, biology, and chemistry with grades of "C" or better. The SAT is suggested but not required for admission. Applicants who have completed college-level courses including anatomy & physiology 1 and 2, biochemistry, microbiology, English, psychology, sociology, and speech will be given priority in the admission process. All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study. Students must achieve a minimum grade of "C" (73%) or better in each Dental Hygiene course. In addition, students must attain a minimum grade of "C" (73%) or better in related or science general studies courses. The student who is unable to meet this minimum requirement will be withdrawn from the program. Application for re-entry will be based on the recommendations of the faculty and program coordinator.

## DENTAL HYGIENE

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
BIOL-132	Anatomy & Physiology 1	3	2	4
BIOL-140	Biochemistry	3		3
DHYG-103	Oral Anatomy 1	2		2
DHYG-101	Clinical Practice 1	2	6	4
DHYG-104	Dental Radiology	2	2	3
		15	10	19

### SEMESTER 2

BIOL-121	Microbiology	3	3	4
BIOL-232	Anatomy & Physiology 2	3	2	4
DHYG-200	Nutrition and Oral Health	2		2
DHYG-201	Oral Pathology	2		2
DHYG-202	Clinical Practice 2	2	11	5
DHYG-203	Oral Anatomy 2	2		2
		14	16	19

### SEMESTER 3

PSYC-100	General Psychology	3		3
DHYG-300	Periodontology	2		2
DHYG-301	Dental Materials	2	3	3
DHYG-302	Pharmacology	2		2
DHYG-303	Clinical Practice 3	2	16	6
		11	19	16

### SEMESTER 4

ENGL-203	Fund. of Oral Communication	3		3
SOCL-100	Intro. to Sociology	3		3
DHYG-400	Community Dental Health	3		3
DHYG-401	Clinical Practice 4	2	16	6
DHYG-402	Applied Dental Auxiliary Skills	1	3	2
		12	19	17

Upon successful completion of the requirements listed below, the degree of **Associate in Science in Dental Hygiene** will be awarded.

## Diagnostic Medical Imaging

DMID

## Echocardiography

DMEC.AS

### Associate Degree Program

*This program is expected to begin Fall 2009*

Echocardiography is a rapidly growing ultrasound technology used to evaluate and record pertinent anatomical, pathological, and functional data related to the heart to aid the physician in the diagnosis of cardiac disease. The graduate of this program may be employed in a wide variety of health care settings. The STCC program is a careful blend of didactic, laboratory, and hands-on clinical experiences that prepares the successful graduate for the specialty of echocardiography. Applicants must be high school graduates or hold a certificate of equivalency. Applicants must also have completed the following college-level courses: mathematics, biology with a lab,

English, physics with a lab, and medical terminology. High-school chemistry with a lab is also required. Students may be offered a conditional acceptance until all prerequisites are met. All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study.

On the STCC placement tests, students must demonstrate competencies equal to algebra 2, and achieve admission to college-level English (ENGL-100).

Students will also have to have a physical examination/immunization and recommendation from the examining physician that he or she is physically fit for the program and subsequent clinical affiliation. Attendance at clinical affiliates is required.

### Minimum Grade Requirement

The Echocardiography student must achieve a minimum grade of "C" (73%) in each Echocardiography course and in the health and science courses required by the program. All health requirements must be maintained. Students not meeting program requirements will be withdrawn from the course and therefore the program.

### Important Notice

The echocardiography concentration is currently a pilot program with limited availability. Additional clinical experience may be required to qualify as a candidate for the national credentialing exams. Contact the Program Director for additional details.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
DMDS-100	Sonographic Phys. and Instrum. 1	2	2	3
ENGL-100	English Comp. 1	3		3
BIOL-132	Anatomy & Physiology 1	3	2	4
CPMA-160	Computer Bas.: Conc. and Apps.	3		3
	Elective: Mathematics	3		3
		<hr/> 14	<hr/> 4	<hr/> 16

### SEMESTER 2

DMDS-200	Sonographic Phys. and Instrum. 2	2	2	3
MAST-210	Health Science 2	2	2	3
BIOL-232	Anatomy and Physiology 2	3	2	4
BIOL-340	Sectional Anatomy	2	2	3
		<hr/> 9	<hr/> 8	<hr/> 13

### SUMMER 1 (8 weeks)

DMDS-206	Intro to Echocardiography Proc. (4-0-2)	2		2
DMDS-210	Clin. Pract. In Echocardiography 1 (0-16-2)		8	2
		<hr/> 2	<hr/> 8	<hr/> 4

### SEMESTER 3

DMDS-315	Echocardiography Proc. 1	4		4
DMDS-320	Clin. Pract. In Echocardiography 2		24	3
ENGL-202	Technical Report Writing	3		3
	Elective: Social Science	3		3
		<hr/> 10	<hr/> 24	<hr/> 13

### SEMESTER 4

DMDS-415	Echocardiography Proc. 2	4		4
DMDS-421	Clin. Pract. In Echocardiography 3		24	3
ENGL-200	English Comp. 2	3		3
ENGL-203	Fund. of Oral Communication	3		3
		<hr/> 10	<hr/> 24	<hr/> 13



**SUMMER 2** (8 weeks)

DMDS-425	Adv. Echocardiography Proc. (4-0-2)	2		2
DMDS-430	Clin. Pract. In Echocard 4 (0-24-2)		12	2
		<hr/> 2	<hr/> 12	<hr/> 4

Upon successful completion of the requirements listed below, the degree of **Associate in Science in Diagnostic Medical Imaging** will be awarded.

## Nuclear Medicine

### Associate Degree Program

DMIN.AS

Nuclear medicine technologists utilize radioactive materials or tracers for the diagnosis or treatment of diseases. When introduced into the body, a radiotracer behaves like its nonradioactive counterpart. Therefore, its location in the body can be traced by using an appropriate detector.

The nuclear medicine technologist learns to prepare and administer the radiotracer, perform the radionuclide study which may include the use of a computer, and then produce a final qualitative or quantitative product, so that a diagnosis and/or treatment may be made by a physician who specializes in the field.

The Nuclear Medicine program at STCC is 24 months in length, beginning in September and ending two full years later. Students spend two or three days each week on clinical affiliation at Baystate Medical Center, the largest medical center in Western New England; Hartford Hospital; Manchester Memorial Hospital; or Mercy Hospital. The rest of the week is spent at the College in didactic courses. The curriculum also includes two summer sessions.

Minimum course requirement for graduation is a grade of "C" or better in all program curriculum. Without exception, failing grades (below "C" or 73%) require that the student reapply to the program. This privilege may be used only once, and is based on available space. A more complete description of the program requirements may be found in the Handbook for the Radiologic Health Sciences which is distributed at the beginning of each Fall semester. At graduation the student receives an Associate in Science in Diagnostic Medical Imaging, and is eligible to apply for the national registry examination given by the American Registry of Radiologic Technologists and the Nuclear Medicine Technology Certification Board. The program also meets the requirements for state licensing application. The program is fully accredited by the Joint Review Committee on Educational Programs in Nuclear Medicine Technology.

Applicants should have completed college-level: MATH-142 Statistics, chemistry, and MAST-101 Medical Terminology 1. Students must also:

- 1) meet the technical standards established by the department. These standards are available through the Admissions Office.
- 2) attend an informative session scheduled with the program director
- 3) complete the application which will be reviewed jointly by Admissions and the program director. Students are responsible for the cost of uniforms, radiation monitors, physical examinations, health insurance, liability insurance, books, calculator, and laboratory manuals. All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study.



**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
NMDT-102	Intro. to Nuclear Medicine	3		3
NMDT-103	Practicum 1 (10 wks 0-15-2)		10	2
MAST-210	Health Science 2	2	2	3
BIOL-132	Anatomy & Physiology 1	3	2	4
NMDT-105	Orientation to Practicum (5 wks 3-0-1)	1		1
CMPT-160	Computer Basics: Concepts and Applications	3		3
		<u>12</u>	<u>14</u>	<u>16</u>

**SEMESTER 2**

NMDT-207	Practicum 2		16	2
BIOL-232	Anatomy & Physiology 2	3	2	4
ENGL-100	English Composition 1	3		3
NMDT-210	Nuclear Imaging of Organs	3		3
NMDT-212	Nuclear Cardiology	2		2
PSYC-100	General Psychology	3		3
		<u>14</u>	<u>18</u>	<u>14</u>

**SUMMER 1 (11 Weeks)** includes 1 week for make-up

NMDT-209	Practicum (10 wks 8-32-5)	5	21	5
----------	---------------------------	---	----	---

**SEMESTER 3**

NMDT-301	Practicum 3		24	5
PHYS-300	Radiologic Physics 1	3	2	4
NMDT-306	Statistics and Instrumentation	3		3
MAST-207	Veni/Phleb w/Affiliation (7 wks 1-3-1)	.5	1.5	1
		<u>6.5</u>	<u>27.5</u>	<u>13</u>

**SEMESTER 4**

NMDT-401	Practicum 4		24	5
NMDT-417	Spec. Proc. in Nuc.Med. (10 wks 3-0-2)	2		2
PHYS-400	Nuclear Physics 1	3	2	4
ENGL-200	English Composition 2	3		3
NMDT-420	Radiopharmacy (5 wks 3-0-1)	1		1
CLLS-409	Lab Skills in Nuclear Med. (7 wks 1-3-1)	.5	1.5	1
		<u>9.5</u>	<u>27.5</u>	<u>16</u>

**SUMMER 2 (11 Weeks)** includes 1 week for make-up

NMDT-410	Practicum (10 wks 8-32-5)	5	21	5
----------	---------------------------	---	----	---

Upon successful completion of the requirements listed below, the degree of **Associate in Science in Diagnostic Medical Imaging** will be awarded.

## Radiography

### Associate Degree Program

DMIR.AS

This program prepares an individual to become a member of the allied health team, supporting the diagnostic methodologies of radiology. The program is based on a 23-month curriculum, and students must complete requirements within this two-year period. The course of study promotes the development of intellectual skills for critical thinking, professional attitudes and values for lifelong learning.

Radiologic technologists utilize specific equipment protocols and apply safety measures for patients, themselves, and other health care professionals. They are responsible for accurately positioning patients, selecting appropriate exposure techniques, and ensuring that a quality diagnostic image is produced. Radiologic technologists may specialize in areas such as 3D imaging, bone densitometry, neuropathology, angiography, cardiovascular-interventional technology, computed tomography (CT), magnetic resonance imaging (MRI), or mammography.

The affiliate hospitals of Baystate Medical Center, the largest medical center in Western New England, and Berkshire Medical Center provide the major clinical component. Minor affiliations are available on a limited basis. Intersessions and summer sessions provide the major core clinical component of the program. Additional clinical experience is assigned during the academic semesters.

All didactic and laboratory classes take place at STCC. An energized x-ray unit, various phantoms (artificial body parts), simulators, and auxiliary equipment allow the student the development of psychomotor skills prior to patient exposure.

In order for a student to matriculate in Radiography, he or she must achieve a minimum grade of "C" or better in all courses, including clinical practicum. Students not meeting the minimum grade requirement will be withdrawn from the program.

Upon completion of the program, students are eligible to apply for the national board examination in radiologic technology, administered by the American Registry of Radiologic Technology (AART). The successful completion of this exam qualifies a graduate to be employed as a Registered Radiologic Technologist (RT).

Radiologic technologists may find employment in the U.S. or abroad, at hospitals, clinics, veterinary hospitals and in industry in positions such as applications instructor, management, x-raying airplanes, doing airport x-ray screening, etc. The median expected salary as of June 2005 for a typical radiologic technologist in Springfield, MA 01102 was \$41,061 and in the U.S. was \$43,359.

**Accreditation:** The program is fully accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT). Copies of JRCERT standards are available from the program director, or from JRCERT, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-2901, 312/704-5300.

**Admission:** Applicants should have completed two years of high school algebra or ALGB-093 or its equivalent and one year each of biology and chemistry, and the SAT1, with a combined score of 800. Students must complete MAST-101 Medical Terminology 1 before entering the program. For additional criteria, contact the STCC Admissions Office at 413/755-3333.

**Notes:** Students are required to attend one information session and clinical shadowing before applying to the program. Students must attend clinical orientation prior to clinical practicum. Students must be CPR-certified at the Health Care Provider/Professional Rescuer level before the start of clinical courses. Students are required to complete a health evaluation, including the Hepatitis B immunization series, before final acceptance to the program. Students are required to carry student professional liability insurance (SPLI.) The premium is paid at the time of course

registration. All accepted students must undergo a Criminal Offender Record Information (CORI) and Sex Offender Record Information (SORI) or other check. Depending on the findings, the student may not be allowed to continue in the program of study. For further information, contact the office of the Dean of Health.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
RADG-111	Radiographic Positioning 1	3	2	4
RADG-212	Equipment Operation and Maintenance	2	1	2
MAST-210	Health Science 2	2	2	3
BIOL-132	Anatomy and Physiology 1	3	2	4
RADG-116	Intro. to Clinical Practice (10 wks 3-0-2)	2		2
CMPA-160	Computer Bas.:Concepts & Apps.	3		3
		<hr/> 15	<hr/> 7	<hr/> 18

### SEMESTER 2

RADG-112	Image Production and Evaluation	2	1	2
RADG-211	Radiographic Positioning 2	3	2	4
RADG-213	Clinical Practicum 1		16	2
BIOL-232	Anatomy & Physiology 2	3	2	4
ENGL-100	English Composition 1	3		3
		<hr/> 11	<hr/> 21	<hr/> 15

### SUMMER 1 (8 weeks)

RADG-214	Clinical Practicum 2 (0-40-5)		20	5
----------	-------------------------------	--	----	---

### SEMESTER 3

RADG-311	Special Procedures and Radio Pharmaceuticals	2		2
RADG-313	Clinical Practicum 3		24	3
PHYS-300	Radiologic Physics 1	3	2	4
RADG-314	Radiographic Positioning 3	3	1	3
	Elective: Social Science (Note 1)	3		3
		<hr/> 11	<hr/> 27	<hr/> 15

### SEMESTER 4

RADG-413	Seminar/Quality Control	3		3
RADG-419	Radiation Prot. and Bio. (7 wks 2-0-1))	1		1
RADG-415	Clinical Practicum 4		24	3
ENGL-200	English Comp. 2: Intro. to Lit.	3		3
BIOL-340	Sectional Anatomy	2	2	3
		<hr/> 10	<hr/> 28	<hr/> 13

### SUMMER 2 (7 weeks)

RADG-416	Clinical Practicum 5 (0-40-5)		20	5
----------	-------------------------------	--	----	---

Note 1: General Psychology (PSYC-100) or Intro. to Sociology (SOCL-100)

Upon successful completion of the requirements of the program, as listed below, the degree of **Associate in Science in Diagnostic Medical Imaging** will be awarded.

# Sonography

## Associate Degree Program

DMIS.AS

Sonography is a rapidly growing technology, used to locate, evaluate, and record pertinent anatomical, pathological, and functional data to aid the physician in the diagnosis of disease and injury. The graduate of this program may be employed in a wide variety of health care settings. The STCC program is a careful blend of didactic, laboratory, and hands-on clinical experiences that prepares the successful graduate for the specialties of abdominal and OB/GYN sonography.

Graduates of this program of study will be awarded the Associate in Science in Diagnostic Medical Imaging degree which allows application for candidacy to sit for the American Registry of Diagnostic Medical Sonographers Registry Examination to earn the title of Registered Diagnostic Medical Sonographer (RDMS). This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) on recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRCDS).

Applicants must be high school graduates or hold a certificate of equivalency. Applicants must also have completed high school algebra 2, biology with a lab, and chemistry. The College Board examination (SAT 1) is recommended. Applicants must also demonstrate satisfactory completion in college of: biology with a lab, 100-level math, college physics (PHYS-130), medical terminology (MAST-101) and communication skills. Students may be offered a conditional acceptance until all prerequisites are met.

All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study.

On the STCC placement tests, students must demonstrate competencies equal to algebra 2, and achieve admission to college-level English (ENGL-100).

Students will also have to have a physical examination/immunization and recommendation from the examining physician that he or she is physically fit for the program and subsequent clinical affiliation. Attendance at clinical affiliates located in Massachusetts and Connecticut is required.

### Minimum Grade Requirement

The Sonography student must achieve a minimum grade of "C" (73%) in each Sonography (DMDS) course and in the health and science courses required by the program. All health requirements must be maintained. Students not meeting program requirements will be withdrawn from the course and therefore the program.

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
BIOL-132	Anatomy & Physiology 1	3	2	4
DMDS-100	Son Phys. and Instrument. 1	2	2	3
CMPS-160	Comp. Bas.: Concepts & Apps.	3		3
	Elective: Mathematics (Note 1)	3		3
		<hr/> 14	<hr/> 4	<hr/> 16

#### SEMESTER 2

MAST-210	Health Science 2	2	2	3
DMDS-200	Sonographic Physics and Instrumentation 2	2	2	3
BIOL-232	Anatomy & Physiology 2	3	2	4
BIOL-340	Sectional Anatomy	2	2	3
		<hr/> 9	<hr/> 8	<hr/> 13



**SUMMER 1 (8 weeks)**

DMDS-202	Intro. to Sonog. Procedures (4-0-2)	2		2
DMDS-203	Clinical Practicum 1 (0-16-2)		8	2
		<u>2</u>	<u>8</u>	<u>4</u>

**SEMESTER 3**

DMDS-300	Ob/Gyn Procedures 1	3		3
DMDS-301	Clinical Practicum 2		24	3
DMDS-310	Abdominal Sonographic Procedures 1	3		3
ENGL-202	Technical Report Writing	3		3
	Elective: Social Science (Note 2)	3		3
		<u>12</u>	<u>24</u>	<u>15</u>

**SEMESTER 4**

DMDS-400	Ob/Gyn Procedures 2	3		3
DMDS-401	Clinical Practicum 3		24	3
DMDS-405	Abdominal Sonographic Procedures 2	3		3
ENGL-200	English Composition 2: Intro. to Lit.	3		3
ENGL-203	Fund.of Oral Communication	3		3
		<u>12</u>	<u>24</u>	<u>15</u>

**SUMMER 2 (8 weeks)**

DMDS-402	Adv. Sonographic Proc. (4-0-2)	2		2
DMDS-403	Clinical Practicum 4 (0-24-2)		12	2
		<u>2</u>	<u>12</u>	<u>4</u>

**Notes:**

1. college-level (100 or higher) mathematics course
2. psychology, sociology, or anthropology

Upon the successful completion of all requirements for this program, the degree of **Associate in Science in Diagnostic Medical Imaging** will be awarded.

# Integrative Health Care

INHC

# Massage Therapy

INHM.AS

# Associate Degree Program

Massage Therapy is a personal health service that employs a variety of health and wellness benefits to consumers. The two major benefits of receiving massage therapy are stress reduction, including prevention of stress-related disease, and rehabilitation for pain relief and management of orthopedic conditions and injury recovery. The profession has its roots in the entire major ancient healing systems of the world. The Massage Therapy program stresses learning in both the art and science of massage therapy. Students gain knowledge of anatomy and physiology, kinesiology, and pathology as they relate to therapeutic massage. Students in the program will study Swedish massage, deep tissue, and rehabilitative massage, seated massage, Reiki, and Asian bodywork. In the second year of study, student work in the on-campus clinic to gain practical experience. The program prepares students for licensure in the Commonwealth of Massachusetts and for national certification as bodyworkers. Graduates work in private practice, day spas, medical and chiropractic offices, and in geriatric care settings.

## INTEGRATIVE HEALTH CARE (Massage Therapy)

This program is accredited by the Commission on Massage Therapy Accreditation (COMTA) and is a member of the AMTA Council of Schools. All accepted students must undergo a Criminal Offender Record Information or other check. Requirements for entry into the program include completion of high school biology and algebra 2. Prerequisites to the program are MAST-101 Medical Terminology 1 and CMPA-103 Microcomputer Applications for Windows. Students must receive a minimum grade of "B-" (80%) or better in all department courses, noted with the prefix INHC.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
INHC-110	Massage Techniques 1	2	6	5
ENGL-100	English Composition 1	3		3
BIOL-148	Basics of Anatomy and Physiology	3	2	4
HCAR-115	Health & Wellness	3		3
SOCL-100	Introduction to Sociology	3		3
		<hr/> 14	<hr/> 8	<hr/> 18

### SEMESTER 2

INHC-210	Massage Techniques 2	2	6	5
HCAR-120	Stress in Health and Disease	2	1	2
INHC-301	Muscle Structure and Function	3	2	4
PSYC-100	General Psychology	3		3
ENGL-200	Eng. Comp. 2: Intro. to Literature	3		3
		<hr/> 13	<hr/> 9	<hr/> 17

### SEMESTER 3

MAST-211	Health Science 3 (7 weeks 1-2-1)	.5	1	1
INHC-310	Massage Techniques 3	2	6	5
HCAR-350	Pathological Conditions	3		3
INHC-321	Clinical Internship 1		4	2
INHC-360	Prof. Pract./Business of Massage	3		3
		<hr/> 8.5	<hr/> 11	<hr/> 14

### SEMESTER 4

INHC-400	Massage Techniques 4	2	6	5
INHC-421	Clinical Internship 2		4	2
HCAR-430	Complementary Medical Therapy	2		2
PSYC-325	Human Growth and Development	3		3
	Elective: General Education	3		3
		<hr/> 10	<hr/> 10	<hr/> 15

Upon successful completion of the requirements listed below, the degree of **Associate in Science in Massage Therapy** will be awarded.

### MESSAGE THERAPY FOR ALLIED HEALTH PROFESSIONALS INHM.COC Certificate of Completion program

This two-semester certificate of completion program is intended for those who are already trained in the allied health professions such as OT and OTA, PT and PTA, nursing, athletic training, medical assisting, etc. The program will build on the course work and knowledge in the biological and health sciences these individuals have received in prior training, while teaching the theory, method, and technical skills to obtain licensure as a Massage Therapist.

Attending class two evenings a week for two consecutive semesters will complete course work. An externship experience will be required during the second semester. Only those enrolled in the program will be able to attend required courses, except for HCAR-430 which is open to the general public.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
BIOL-104	Human Biology 1 (or)			
BIOL-132	Anatomy & Physiology 1	3	2	4
INHC-130	Massage Theory and Practice 1	2	6	5
INHC-150	Anatomy of Motion	3		3
HCAR-350	Pathological Conditions (or)			
MAST-330	Human Body in Health/Disease	3		3
		<hr/> 11	<hr/> 8	<hr/> 15

**SEMESTER 2**

BIOL-204	Human Biology 2 (or)			
BIOL-232	Anatomy & Physiology 2	3	2	4
HCAR-430	Complementary Medical Therapy	2		2
INHC-230	Massage Theory and Practice 2	2	6	5
INHC-250	Clinical Practicum in Mass. Therapy		6	3
		<hr/> 7	<hr/> 14	<hr/> 14

Certificate candidates must complete at least 15 credit hours while matriculated at STCC, including INHC-130, 230, 250, and HCAR-430.

Upon the successful completion of requirements for this program, as listed below, a **Certificate in Massage Therapy For Allied Health Professionals** will be awarded.

## Medical Assistant

MAST.AS

### Certificate/Associate Degree Program

This program prepares graduates to perform a variety of clinical and administrative duties in the physician's office, health clinic, hospital, or comprehensive medical center. Medical assistants work directly with patients to obtain health history information, perform vital signs, draw blood, assist doctors in routine office procedures, and perform basic laboratory procedures. In addition, medical assistants manage a variety of administrative duties such as scheduling appointments, generating patient billing and third party payment requests, updating and maintaining medical records, and bookkeeping.

The Medical Assistant department offers a one-plus-one option. All students who are accepted into this department will enter the certificate option for the first year. After successful completion of the certificate requirements, students will be eligible to enter the workforce and/or transfer to the associate degree program for one additional year. The STCC Medical Assistant certificate program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), 1361 Park Street, Clearwater, FL, 727/210-2350, 727/210-2354, upon recommendation of the Curriculum Review Board of the American Association of Medical Assistants' Endowment (CRB-AAMAE), 20 N. Wacker Drive, Suite 1575, Chicago, IL, 60606, 312/899-1500.

**Applicants:** To be considered, students must be high school graduates or hold a certificate of equivalency. On the STCC placement tests, students must demonstrate competencies for math at the level of MATH-081, English at ENGL100, and reading at DRDG-092, or take the required courses. **Prerequisites:** MAST-101 Medical Terminology 1 and OFFS-100 Basic Keyboarding are recommended prior to admission. (OFFS-104 Keyboarding 1 may be substituted.) All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study.

**Minimum Grade Requirements:** To continue in the progression of courses offered in the Medical Assistant program, a student must earn a grade of "C" (73%) or better in all courses. Medical Assistant courses are planned in conjunction with clinical agencies, and may deviate from the College hours.

**MEDICAL ASSISTANT****MAST.AS****Associate Degree Program**

The Medical Assistant associate degree is a two-year program that is built on the one-plus-one option. Upon successful completion of the first year, students will have earned their certificate; this will have prepared them with strong clinical and administrative skills to enter the workforce as a medical assistant. The second year of the program offers a combination of general education courses, a medical assisting career seminar, and a specialized seven-week (180 hours) clinical externship. The additional affiliation time affords the students the opportunity to further expand and develop their entry-level competencies, and to apply theoretical knowledge. In the classroom, students will have the opportunity to explore advanced credentialing, baccalaureate opportunities, healthcare management skills, and medical specialties. After successful completion of the second year, students will be awarded an associate degree in Medical Assisting. In order to be considered for the associate degree program, students must successfully complete the first year of study and then apply for intra-college transfer to the associate program.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
MAST-122	Intro. to Medical Assisting (Note 1)	3		3
MAST-160	Med. Asst. Techniques 1 (Note 1)	3	2	4
MAST-161	Medical Office Manager 1		2	1
MAST-330	Human Body in Health and Disease	3		3
MAST-319	Pharmacology/Dosage and Calculations (2nd 7 wks 2-0-1)	1		1
MAST-321	Intro. to Pharmacology (1st 7 wks 2-0-1)	1		1
		<hr/> 11	<hr/> 4	<hr/> 13

**SEMESTER 2**

MAST-119	Applied Legal Concepts	1		1
MAST-216	Venipuncture/Phlebotomy for the Medical Asst. (1st 7 wks 1-2-1)	.5	1	1
MAST-220	Adm. Skills for the Med. Asst.	3		3
MAST-260	Medical Office Techniques 2	3	2	4
MAST-261	Medical Office Manager 2		2	1
MAST-218	Lab Procedures for the Medical Assistant (2nd 7 wks 1-2-1)	.5	1	1
OFFS-230	Medical Computer Applications	1	2	2
		<hr/> 9	<hr/> 7	<hr/> 13

**SUMMER**

MAST-450	Medical Assistant Techniques 3 (1st 5 weeks 3-36-3)	1	12	3
----------	---	---	----	---

**SEMESTER 3**

BIOL-104	Human Biology 1	3	2	4
PSYC-100	General Psychology	3		3
CMPA-160	Comp. Bas: Conc. and Apps.	3		3
CMPA-210	Comp.-Med. Comm. for Glob. Vill.	3		3
ENGL-100	English Composition 1	3		3
	Elective: General	3		3
		<hr/> 15	<hr/> 2	<hr/> 16



**SEMESTER 4**

BIOL-204	Human Biology 2	3	2	4
SOCL-100	Introduction to Sociology (or)			
PSYC-325	Lifespan Human Growth and Dev.	3		3
MAST-470	Med. Asst. Techniques 4	1	12	3
MAST-480	Med. Asst. Adv. Career Sem	2		2
ENGL-200	English Composition 2: Intro. to Lit.	3		3
		<hr/> 12	<hr/> 14	<hr/> 15

Note 1: MAST-160/MAST-161/MAST-122 must be taken concurrently.

Upon successful completion of requirements for this program, as listed below, the degree of **Associate in Science in Medical Assistant** will be awarded.

**MEDICAL ASSISTANT****MEDA.COC****Certificate of Completion program**

This program offers a curriculum that provides the student with the clinical and administrative skills needed to obtain an entry-level position as a medical assistant, and the competencies necessary to successfully complete the Medical Assistant national certification exam (CMA) offered through the American Association of Medical Assistants. Upon successful completion of the two semesters and one five-week (180-hour) summer externship, students will earn their certificate in Medical Assisting. Graduates of the program are eligible to take the national certification exam for medical assistants and may also be eligible to take a national certification exam for phlebotomists.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
MAST-122	Intro. to Medical Assisting (Note 1)	3		3
MAST-160	Med. Asst. Techniques 1 (Note 1)	3	2	4
MAST-161	Medical Office Manager 1		2	1
MAST-330	Human Body in Health & Disease	3		3
MAST-319	Pharmacology/Dosage and Calculations (2nd 7 wks 2-0-1)	1		1
MAST-321	Intro. to Pharmacology (1 <sup>st</sup> 7 wks 2-0-1)	1		1
		<hr/> 11	<hr/> 4	<hr/> 13

**SEMESTER 2**

MAST-119	Applied Legal Concepts	1		1
MAST-216	Venipuncture/Phlebotomy for the Medical Asst. (1st 7 wks 1-2-1)	.5	1	1
MAST-220	Adm. Skills for the Med. Asst.	3		3
MAST-260	Medical Assistant Techniques 2	3	2	4
MAST-261	Medical Office Manager 2		2	1
MAST-218	Lab Proc. for the Med. Assistant (2nd 7 wks 1-2-1)	.5	1	1
OFFS-230	Medical Computer Applications	1	2	2
		<hr/> 9	<hr/> 8	<hr/> 13

**SUMMER (Affiliation)**

MAST-450	Med. Assistant Tech. 3 (5 weeks 3-36-3)	1	12	3
----------	---	---	----	---

Note 1: MAST-160/MAST-161/MAST-122 must be taken concurrently

Upon successful completion of the requirements for this program, a **Certificate of Completion in Medical Assistant** from STCC will be awarded.

## Rehabilitation Therapies

The Rehabilitative Therapies cluster offers an interdisciplinary approach to Occupational Therapy Assistant and Physical Therapist Assistant. Students enrolled in one of these programs will become familiar with the other. Shared experiences will help students better understand the contribution each field makes toward the well-being of an individual.

### Occupational Therapy Assistant Associate Degree Program

OCCP.AS

Occupational therapy assistants help people with illness, injury, or developmental delay reach their highest level of independence in their daily occupations. Occupations include the tasks and activities required to fulfill one's life roles such as student, family member, or employee. Beyond assisting people with self care skills, a certified occupational therapy assistant may teach a person who has had a head injury learn how to operate a computer with adapted equipment in order to maintain employment, or assist a child with autism to function in the school setting in order to learn. Occupational therapy serves a wide population in a variety of settings such as hospitals and clinics, rehabilitation and long-term care facilities, vocational workshops, schools, camps, private homes, and community agencies.

The Occupational Therapy Assistant program is accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, P.O. Box 31220, Bethesda, MD 20824-1220. AOTA's phone number is (301) 652-AOTA. Graduates of the program are eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT). After successful completion of this exam, the individual will be a certified occupational therapy assistant (COTA). Most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT Certification Examination.

All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study. For further information, please contact the office of the Dean of Health. A felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure. Please contact NBCOT at 301/990-7979 or see [www.nbcot.org](http://www.nbcot.org) for more information.

The certified occupational therapy assistant will be able to provide direct service to the client under the supervision of a Registered Occupational Therapist. Supervision is dependent on the specific service provided and the competency of the occupational therapy assistant.

The occupational therapy assistant curriculum prepares the graduate to participate in a comprehensive health care plan for the consumer. A three-fold program is utilized: prevention, remediation, and compensation for daily life tasks. The student must complete one semester in supervised clinical education, which will require travel and related expenses. All clinical education must be completed within 20 months of the didactic coursework.

Clinical education is an integral part of the occupational therapy assistant program curriculum. The clinical component is based on contracts negotiated with area health care facilities. It should be noted that not all students will have clinical placements confirmed prior to graduation. Some students may need to attend clinical affiliation during the summer.

### Admission Standards and Criteria

Applicants must be high school graduates or hold a certificate of equivalency. Applicants must have completed high school algebra 2, biology, and chemistry, both with labs.

Candidates can waive the SAT criteria if they can document a 3.0 or better QPA in at least 15 college credits, including English Composition, with no grade lower than a "C" (2.0). Along with the application, candidates must submit a letter of intent discussing why they wish to be an occupational therapy assistant. On the STCC placement tests, students must demonstrate competencies for algebra 2 and admission to college-level English (ENGL-100). Students must also have a physical exam which states that they are physically fit for the program and subsequent clinical affiliations.

### Minimum Grade Requirement

Occupational therapy assistant students must achieve a minimum grade of "C" (73%) or better in each occupational therapy course. In addition, students must attain a minimum grade of "C" (73%) or better in all required courses, including transfer credits. The student who is unable to meet this minimum requirement will be withdrawn from the program. Application for reentry will be based on the recommendation of the Department Chair.

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
OCCP-100	Occup. Therapy Asst.1	3	4	5
PSYC-100	General Psychology	3		3
BIOL-132	Anatomy & Physiology 1	3	2	4
MAST-211	Health Science 3 (7 weeks 1-2-1)	.5	1	1
		<hr/> 12.5	<hr/> 7	<hr/> 16

#### SEMESTER 2

OCCP-200	Occupational Therapy Assistant 2	3	4	5
OCCP-201	Physical Pathology	3		3
OCCP-202	Movement and Function	1	2	2
BIOL-232	Anatomy and Physiology 2	3	2	4
		<hr/> 10	<hr/> 8	<hr/> 14

#### SUMMER 1

PSYC-325	Lifespan Human Growth & Development	3		3
SOCL-100	Introduction to Sociology	3		3
ENGL-200	English Comp. 2: Intro. to Literature	3		3
		<hr/> 9		<hr/> 9

#### SEMESTER 3

OCCP-300	Occupational Therapy Assistant 3	3	4	5
OCCP-301	Psychosocial Pathology	3		3
OCCP-302	Occupational Therapy Media	2	2	3
HCAR-300	Current Issues Across the Continuum of Care	3		3
		<hr/> 11	<hr/> 6	<hr/> 14

#### SEMESTER 4

OCCP-400	Occup Therapy Assist. Seminar	2		2
OCCP-411	Occup. Therapy Assistant Practicum 1 (8 wks 0-40-5)		20	5
OCCP-412	Occup. Therapy Assistant Practicum 2 (8 wks 0-40-5)		20	5
		<hr/> 2	<hr/> 40	<hr/> 12



# Physical Therapist Assistant

PTAS.AS

## Associate Degree Program

The STCC Physical Therapist Assistant program, one of the oldest and highly regarded accredited programs in the country, is housed in the newly-renovated ground floor clinic area of Building 20. The program prepares men and women for employment in the physical therapy field. The job market in this region is strong. The U.S. Department of Labor, Bureau of Labor Statistics, in their Occupational Outlook Handbook, lists physical therapy as one of the fastest-growing professions through 2012.

The graduate physical therapist assistant (PTA) is a technical health care provider who works under the supervision of a physical therapist. The PTA performs movement-related activities and therapeutic techniques for patients with burns, amputations, spinal cord injuries, and cardiac, neurologic and orthopedic injuries. Such techniques include therapeutic exercise; gait training; heat and cold applications; massage; and the use of assistive, prosthetic, orthotic, and electrical devices that improve the independence of people with congenital, traumatic, or disease-related processes.

The two-year curriculum leading to an Associate Degree follows the guidelines adopted by the American Physical Therapy Association (APTA). The curriculum is designed to develop technical and clinical knowledge and skills combining anatomy, physiology, kinesiology, disease processes, psychological and interpersonal relations. Emphasis is placed on ethical and legal considerations. Approximately one semester of the program is supervised practice in selected clinical settings. In addition, students have an opportunity to enhance learned skills under faculty supervision in the Campus Rehabilitation Clinic at STCC. The program is fully accredited by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association.

**Admission Standards and Criteria** The PTA program is a competitive academic program with rigorous standards. To be admitted to the program, an applicant must have a high school diploma or GED; four years of high school English with no grade lower than a "C"; algebra 2 level math, biology with lab, and chemistry with lab, all with no grade lower than a "C." Also required is competency in medical terminology, determined by successful completion of a suitable course; successfully passing a medical terminology challenge exam in the Testing Center; or waiving of this requirement by the department chair with evidence of a healthcare background. Applicants must demonstrate an understanding of and commitment to physical therapy by documenting 25 hours of observation in at least two different physical therapy settings, or through related work experience, approved by the department chairperson. An applicant must have scored around 450 on each (verbal and math) section of the SAT1 exam. Candidates can waive the SAT criteria if they can document a 3.0 or better QPA in at least 15 college credits, including English Composition, with no grade lower than a "C."

Applicants can strengthen their candidacy by achieving high SAT1 scores, maintaining high grades in high school or high QPAs in college courses, successfully completing college courses in related academic areas prior to application, and providing documentation of related observation or work in the field. Applicants to the PTA program should be aware that this is a physically demanding occupation, often requiring lifting and supporting of heavy patients. Good communication skills, both oral and written, are essential to satisfactory functioning as a physical therapist assistant. Additional information may be obtained by calling the program director at (413) 755-4844.

All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the results, the student may not be allowed to continue in the program of study. For further information, please contact the office of the Dean of the School of Health & Patient Simulation.

**Minimum Grade Requirement:** The Physical Therapist Assistant student must obtain a minimum



grade of "C" (73%) in all required courses. In addition to this requirement, the student must have earned a minimum of 66 credits with a cumulative quality point average of 2.0 in order to be eligible for graduation. Without exception, failed courses in the PTA curriculum require that the student is withdrawn from the program. The student must then re-apply to the program in order to be readmitted. This privilege may be used only once, and is based on available space.

It should be noted that a student must satisfactorily complete Anatomy & Physiology courses (BIOL-132, BIOL-232) before entering the third semester. All course work must be completed before the clinical affiliation in the fourth semester.

Proof of satisfactory completion of the PTA program, with diploma, is required for clinical practice. The graduate PTA may apply to sit for the national licensure examination. Successfully passing this exam is a requirement for licensure in Massachusetts and most other states.

**Transfer to Physical Therapy Programs:** Occasionally, graduates of the STCC PTA program may be interested in expanding their education to the Physical Therapist (PT) level. While some PTA skills courses will not transfer as comparable PT courses some accelerated programs offer exceptional credit to the practicing PTA. Two such programs, leading to the Doctor of Physical Therapy degree, are located in the Springfield area.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
PTAS-100	Phys. Therapist Asst. 1	2	4	4
ENGL-100	English Composition 1	3		3
BIOL-132	Anatomy & Physiology 1	3	2	4
PSYC-100	General Psychology	3		3
PTAS-101	Intro. to Phys.I Therapy (7 wks 2-0-1)	1		1
MAST-211	Health Science 3 (7 wks 1-2-1)	.5	1	1
		<hr/> 12.5	<hr/> 7	<hr/> 16

### SEMESTER 2

PTAS-200	Kinesiology	3	2	4
PTAS-201	Phys. Therapist Asst. 2	2	4	4
PTAS-202	Fundamentals of Measurement Skills	1	2	2
BIOL-232	Anatomy & Physiology 2	3	2	4
PTAS-203	Human Disease and Conditions	3		3
		<hr/> 12	<hr/> 10	<hr/> 17

### SUMMER

ENGL-200	English Comp. 2: Intro. to Literature	3		3
SOCL-100	Introduction to Sociology	3		3
		<hr/> 6		<hr/> 6

### SEMESTER 3

HCAR-300	Current Issues Across Continuum	3		3
PTAS-306	Neurologic Treatment Approaches /Integrated Prac.	2	2	3
PTAS-307	Intro. Supervised Clinical Exp.		3	1
PTAS-308	Orthopedic Treatment Procedure	2	4	4
PSYC-325	Lifespan Hum. Growth and Devel.	3		3
		<hr/> 10	<hr/> 9	<hr/> 14

### SEMESTER 4

PTAS-402	PTA. Seminar (3 days)	1		1
PTAS-403	Sup. Clinical Exp. (7 wks 0-40-6)		20	6
PTAS-404	Sup. Clinical Exp. (7 wks 0-40-6)		20	6
		<hr/> 1	<hr/> 40	<hr/> 13

Upon successful completion of requirements for this program, as listed below, the degree of **Associate in Science in Physical Therapist Assistant** will be awarded.

# Respiratory Care

## Associate Degree Program

RSPC.AS

Respiratory Care is a health specialty involved in the treatment, management, diagnosis and care of patients with cardiopulmonary dysfunction. The respiratory care practitioner is an expert in the use of therapeutic gases, ventilatory support, bronchopulmonary drainage, breathing exercises, cardiopulmonary resuscitation, aerosol administration, hyperinflation therapy, medications, humidification, and maintenance of natural, artificial, and mechanical airways. Respiratory care practitioners are also involved in diagnostic testing, monitoring, treatment, education, sales, and research. These include the measurement of lung volumes, pressures, flows, blood gas analysis, electrocardiograms, stress testing, sleep studies, smoking cessation, pulmonary rehabilitation, asthma, and disease management.

Respiratory care offers the chance to work closely with patients and other health care practitioners in a career which is both personally and financially rewarding.

The graduate practitioner will find work in hospitals which operate 24 hours a day. Increasingly, however, there are career opportunities in private homes, with medical equipment supply companies, in home health agencies, and in physicians' offices. Once you enter the profession you may want to specialize in an area such as neonatal care, critical care, helicopter transport, rehabilitation, education, cardiopulmonary diagnostics, or management. This program is sponsored by the College in cooperation with area hospitals, pulmonary rehabilitation programs, long-term care facilities, and home care agencies. The program is fully accredited by the Committee on Accreditation for Respiratory Care (COARC) in conjunction with the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

The curriculum includes a summer session.

### 1.) Admission Requirements

High school graduate or equivalent

**PREREQUISITES:** College Algebra 2 (ALGB-099, 3 credits, or its equivalent), biology and chemistry

College placement tests, reading tests (mandatory), and SAT1 (highly recommended)

Students must submit a required health form prior to September 1 in the year of their initial enrollment

Any disabilities must be within safe limits for both students and patients. It should be noted that the affiliating hospitals require by contract proof of satisfactory health, and reserve the right to refuse affiliation for students. Therefore, health status is subject to contract terms.

Students' physical and mental ability must withstand the vigorous demands of respiratory care (i.e., be able to move patients and work under stress.)

### 2.) Academic Requirements

No grade lower than a "C" (73%) will be accepted toward graduation in respiratory care.

Students not meeting this grade requirement in any course will be withdrawn from the program. Failure in an affiliation course will result in dismissal from the program.

Grades of less than "C" will not be accepted in transfer.

The following clinical lab courses may have a 7:00 a.m. starting time, or a 3:00 p.m. starting time that lasts until 11:00 p.m.

RSPC-216	Respiratory Care Practicum 1
RSPC-312	Respiratory Care Practicum 2
RSPC-412	Respiratory Care Practicum 3

All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program of study. For further information, please contact the office of the Dean of the School of Health & Patient Simulation.

Upon successful completion of requirements for this program, as listed below, the degree of **Associate in Science in Respiratory Care** will be awarded.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
RSPC-104	Introduction to Respiratory Care	3		3
RSPC-105	Respiratory Care 1	3	2	4
ENGL-100	English Composition 1	3		3
BIOL-132	Anatomy & Physiology 1	3	2	4
BIOL-140	Biochemistry	3		3
		<hr/> 15	<hr/> 4	<hr/> 17

**SEMESTER 2**

RSPC-205	Respiratory Care 2	3	2	4
RSPC-207	Respiratory Care 3	3		3
LIBR-100	Library Exploration	1		1
ENGL-200	English Comp. 2: Intro. to Lit.	3		3
BIOL-232	Anatomy & Physiology 2	3	2	4
MAST-211	Health Science 3 (7 wks 1-2-1)	.5	1	1
MAST-206	Venipuncture (7 wks 1-2-1)	.5	1	1
		<hr/> 14	<hr/> 6	<hr/> 17

**SUMMER (8 Weeks)**

RSPC-215	Respiratory Care 4 (4-0-2)	2		2
RSPC-216	Respiratory Care Practicum 1		10	4
BIOL-121	Microbiology	3	3	4
		<hr/> 5	<hr/> 13	<hr/> 10

**SEMESTER 3**

RSPC-303	Intensive Respiratory Care	3		3
RPSC-305	Pulmonary Function Testing	3		3
RSPC-306	Res. Care Apps./Clinical Science 1	2		2
PSYC-100	General Psychology	3		3
RSPC-312	Respiratory Care Practicum 2		24	5
		<hr/> 11	<hr/> 24	<hr/> 16

**SEMESTER 4**

RSPC-412	Respiratory Care Practicum 3		16	4
RSPC-411	Respiratory Care Apps./Clin. Sci. 2	1		1
RSPC-409	Neonatal and Pediatric Care	3		3
RSPC-408	Respiratory Care 6	3		3
RSPC-310	Respiratory Care 5	3		3
		<hr/> 10	<hr/> 16	<hr/> 14

# Surgical Technology

SURG.AS

## Associate Degree Program

The Certified Surgical Technologist (CST) works primarily in the operating room suite as an integral member of the surgical team with surgeons, anesthesiologists, registered nurses, and other surgical technologists in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This is a highly demanding, challenging, and rewarding career.

In most positions, the CST is required to be on call or rotate to weekends, holidays, and off-shifts.

### Job Forecast:

According to the U.S. Department of Labor, Bureau of Labor Statistics, "Employment of surgical technologists is expected to grow faster than the average for all occupations through the



year 2012 as the volume of surgery increases. The number of surgical procedures is expected to rise as the population grows and ages. As the 'baby boom' generation enters retirement age, the over-50 population will account for a larger portion of the general population. Older people require more surgical procedures. Technological advances, such as fiber optics and laser technology, will also permit new surgical procedures to be performed."

**The Role of the Certified Surgical Technologist:** Before the operation, the CST prepares the OR by supplying it with the appropriate supplies and instruments. Other pre-operative duties include adjusting and testing equipment, preparing the patient for surgery, and helping to connect surgical equipment and monitoring devices. The CST, usually the first member of the OR team to "scrub" and put on gown and gloves, prepares the sterile setup for the appropriate procedure, and assists other members of the team with gowning and gloving. CSTs spend approximately 10%-15% of their time preparing for procedures.

During the operation, CSTs have primary responsibility for maintaining the sterile field. In order that surgery may proceed smoothly, CSTs anticipate the needs of surgeons, passing instruments and providing sterile items in an efficient manner.

As directed by the surgeon, CSTs may sponge or suction the operative site, prepare suture material, dispense appropriate fluids and drugs, and prepare specimens for subsequent pathologic analysis. CSTs spend approximately 70%-80% of their time in the scrub role.

After the operation, CSTs are responsible for applying dressings, assisting with room and equipment breakdown, and then preparing the OR for the next patient. CSTs spend approximately 10% of their time performing after-case responsibilities.

**Traits of the Certified Surgical Technologist:**

The successful CST likes biology, especially anatomy and physiology, wants to help people, works well in stressful conditions, moves easily from task to task, concentrates for long periods, is a team player, and is physically able to stand for long periods of time.

**Career Path for the Certified Surgical Technologist:**

The role of the CST has expanded greatly over the last 10-20 years. Some hospitals have a career ladder that allows the CST to advance without further education. The path each graduate takes is individual and frequently changes over time. The OR has 10 surgical specialties that allow the CST to diversify without changing jobs or needing to further his or her education. This career does allow (depending on the employer) flexible hours that allow for family time or pursuit of other endeavors. The following is a partial list of some of the roles graduates of this program are pursuing:

- Scrub role in a major teaching facility, community hospital, or free-standing surgery center
- Manager of central processing
- Financial manager, operating room
- Private scrub, employed by a surgeon
- Veterinary surgical technologist
- Certified First Assistant (requires some additional training)
- Some graduates have returned to school to become RNs or Physician Assistants

**Overview of Program:**

This program combines core courses in biological sciences, humanities, the specialty of surgical technology, and the role of the technologist. Supervised clinical practice in hospitals, surgical processing services, and operating rooms provide experiences to prepare for entry level positions in hospital operating rooms and free-standing surgical centers. Surgical Technology courses cover the care and safety of patients during surgery, aseptic techniques, and surgical procedures. Students also learn to sterilize instruments; prevent and control infection; and handle special drugs, solutions, supplies, and equipment. The experiences in the OR lab at STCC prepare the student for the clinical practicum. This is a



very demanding program of study.

#### Accreditation of Program/National Credentialing of the Graduate:

This program is fully accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in conjunction with the Accreditation Review Committee on Education in Surgical Technology. Graduates of the program are eligible to apply for the national certifying examination in Surgical Technology (CST) given by the Association of Surgical Technologists.

#### Admission and Retention Requirements:

An interview with the program director is required. Applicants must be high school graduates or the equivalent, with successful completion of courses in biology, chemistry, and algebra 2. These courses are required for taking Anatomy & Physiology and Microbiology. Developmental courses are available at STCC to meet these prerequisites. All students must achieve a math level of ALGB-093, a reading level of READ-105, and an English level of ENGL-100 on the College Placement Test.

All accepted students must undergo a Criminal Offender Record Information or other check. Depending on the findings, the student may not be allowed to continue in the program. For further information, please contact the office of the Dean of the School of Health & Patient Simulation.

A minimum of 2.0 QPA is required in the first year to continue in the program. Students may not take the second year courses until first year biological sciences and surgical technology courses are completed. Surgical technology courses must be taken in sequence.

The following courses require a minimum of the grades stated:

Anatomy and Physiology .....	C
Microbiology .....	C
Surgical Technology - all courses .....	C

#### Health Requirements:

A required health form must be completed prior to enrollment, complete with required immunizations. Prophylaxis against Hepatitis B is also required. Any health limitations must be within safe limits for both students and patients.

The work in the operating room requires the ability to work on your feet, manual dexterity with fine coordinated motor skills, a stable temperament, attention to detail, and a strong sense of responsibility and integrity. Lifting patients and heavy equipment is part of the work.

#### Special Scheduling:

It should be noted that the clinical experience in the operating room is scheduled to begin at 6:45 a.m. and the afternoon shift may be used, rather than the routine College schedule. This will involve laboratories in SURG-104, SURG-208, SURG-307, and SURG-409. Clinical time is scheduled to provide learning opportunities.

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
SURG-104	Intro. to Surgical Technology 1	4	4	6
ENGL-100	English Composition 1	3		3
BIOL-132	Anatomy & Physiology 1	3	2	4
MAST-101	Medical Terminology	3		3
		<hr/> 13	<hr/> 6	<hr/> 16

# SURGICAL TECHNOLOGY

## SEMESTER 2

SURG-204	Prin. and Pract. of Surgical Tech	4		4
SURG-207	Practices Common to Surgical Procedures		4	2
SURG-208	Clinical Practice in Surgery 1		8	2
BIOL-232	Anatomy & Physiology 2	3	2	4
CMPA-160	Computer Basics: Concepts and Applications	3		3
	Elective: Social Science	3		3
		<u>13</u>	<u>14</u>	<u>18</u>

## SUMMER 1

BIOL-121	Microbiology (8 weeks)	3	3	4
----------	------------------------	---	---	---

## SEMESTER 3

SURG-306	Common Health Problems and Surgical Specialties 1	4		4
SURG-307	Clinical Practice in Surgery 2		21	5
SURG-308	Pharmacology and Pathology	2		2
SURG-309	Role of the Surgical Technologist 1	1		1
ENGL-200	English Comp. 2: Intro. to Lit. (or)			
ENGL-202	Technical Report Writing	3		3
		<u>10</u>	<u>21</u>	<u>15</u>

## SEMESTER 4

SURG-403	Role of the Surgical Technologist 2	2		2
SURG-408	Common Health Problems and Surgical Specialties 2	4		4
SURG-409	Clinical Practice in Surgery 3		24	6
		<u>6</u>	<u>24</u>	<u>12</u>

For students for whom English is a second language, Medical Terminology is useful in both biology and Surgical Technology courses.

Upon successful completion of requirements for this program, as listed below, the degree of **Associate in Science in Surgical Technology** will be awarded.

# Liberal Arts Transfer and General Studies



Sami Keats, '08, has already achieved the equivalent of two careers – in photography and in hand bookbinding – and has taught both subjects. At STCC she discovered new passions – political science and history – and plans to continue to the master's or doctorate level in those disciplines, so that she can teach at a community college. Sami is now at Smith College, continuing her journey of intellectual discovery.



# General Studies

LTGS

The General Studies Department services a large population of students who are headed in different directions academically. To accommodate the various transfer needs of these students, the department has several program options. In each option there are courses listed which will assist the students to complete the requirements necessary for the General Studies Transfer degree or another on campus program of choice.

There is a very flexible curriculum leading to the transfer degree. This curriculum includes requirements which will transfer as liberal arts courses at four-year colleges. Because of the number of general electives included in the curriculum, students may enroll in additional courses of choice from the humanities, social sciences, math, and sciences departments. An additional benefit of the general elective courses is that courses from other schools on campus (Business and Information Technologies, Engineering Technologies, or Health) will count toward the degree and will transfer under the Commonwealth Transfer Compact agreement we have with the four-year state colleges and the University of Massachusetts.

Since many General Studies students are seeking acceptance into other on campus degree programs, the department offers several other preparatory curriculum options. These options allow students to complete course prerequisites necessary to gain acceptance into their on-campus department of choice. One of the options is the Bilingual program which helps students develop their English language skills. All options, which have been updated to reflect students' priorities, are listed below with designated codes.

In addition, the department advises students who are undecided about specific academic or career direction. Professional advisors or faculty advisors assist students with their course schedules while suggesting other resources on campus to assist them to explore future educational endeavors.

The General Studies cores reflect these student priorities, offering curriculum and support services in program options as follows:

- LTGS.AA — **Transfer Option:** for the student electing one of the degree or transfer programs
- Commonwealth Transfer Compact Option
  - University Without Walls Option UWWL.AA
- HTHC.GS — **Pre-Health Options:** for the student contemplating application to a program in the School of Health
- ENGC.GS — **Pre-Engineering/Science Transfer Option:** for the student planning to major in the Science Transfer Option or to prepare for the Engineering Transfer program of the College
- BLNG.GS — **Bilingual Program:** for students who need to develop English language skills, an intensive and accelerated curriculum in English As a Second Language, as well as transitional courses in mathematics and biology, with related counseling and support services
- UNDC.NM — **Non-Matriculating Option:** for students not currently seeking acceptance into a program

## Assessment and Placement Testing

Both transfer and career programs require effective reading comprehension and English skills as well as a foundation in mathematics and science. Therefore, course assignments in these areas are based on the student's performance in a series of placement examinations taken after acceptance, but prior to scheduling and registration. Placement tests in mathematics, English, vocabulary development and reading comprehension are required of all entering students. It must be noted that, as prerequisites for college-level work, some courses may be required that are not acceptable toward the General Studies degree. Listed below are the developmental courses available which may be required as prerequisites for college-level work.



ERDG-081, 084, 087	Effective Reading for Bilinguals
ERDG-091, 092	Reading Level 1, 2
DWRT-099	Review for College Writing
EESL-080, 083, 086	English as a Second Language I, II, III
ECNV-082	Basic English Conversational Skills I (Bilingual)
ECNV-085	Basic English Conversational Skills II (Bilingual)
EWRT-088, 093	Basic Writing Skills for Bilinguals
ARTH-071-073, 078	Basic Arithmetic
ALGB-081-083, 087	Elementary Algebra
ALGB-091-093, 097	Intermediate Algebra
BIOL-090	Basic Science II: Introduction to Biology

#### Academic Advising and Counseling

General Studies advising staff and faculty advisors assist students in making academic decisions, pursuing program objectives, completing graduation requirements, or intra-college transfers to a career program. Students should refer questions to their assigned advisor.

#### General Studies Program Information Booklet

Published yearly, this booklet summarizes pertinent information about school procedures, and serves as the student's personal record of courses completed toward a degree or intra-college transfer.

### COMMONWEALTH TRANSFER COMPACT OPTION

**LTGS.AA**

Minimum requirements for the degree of Associate in Arts in Liberal Arts/General Studies:

#### *English Communications:*

English Composition 1	3 credits
English Composition 2 or Honors English Composition 2	3 credits

#### *Mathematics/Sciences:*

ONE college-level, transferable course in Mathematics	3 credits
TWO college level, transferable courses in the Sciences	8 credits

#### *Behavioral/Social Sciences:*

Introduction to Sociology (SOCL-100)	3 credits
General Psychology (PSYC-100)	3 credits
ONE of the following:	
Economics 1	
History or Political Science or	
Cultural Anthropology Elective	3 credits

#### *Humanities/Fine Arts restricted to the following areas:*

TWO courses selected from:

Art	
College Theater	
Foreign Language	
Music	
Philosophy	6 credits
ONE Literature Elective	3 credits

#### Computer Literacy

Computer Basics: Concepts and Applications (CMPA-160)	3 credits
---	-----------

#### General Electives:

SIX OR SEVEN college-level, non-developmental courses selected from the curriculum in Humanities, Mathematics, Natural or Social Sciences, OR from the degree requirements of another College program. 22 credits

### MINIMUM OF 60 CREDITS REQUIRED

### RECOMMENDED COURSE SEQUENCE

## LIBERAL ARTS TRANSFER/GENERAL STUDIES

The following sequence is recommended; however, additional semesters may be required for students whose placement scores and/or high school background indicate a need to complete prerequisites for specific college-level courses.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
SOCL-100	Introduction to Sociology	3		3
	Elective: Humanities (Note 1)	3		3
	Elective: General	3		3
	Elective: Mathematics (Note 2)	3		3
		<hr/> 15		<hr/> 15

### SEMESTER 2

ENGL-200	English Composition 2 (or)			
ENGL-210	Honors English Composition 2	3		3
PSYC-100	General Psychology	3		3
	Elective: General	3		3
	Elective: Humanities (Note 1)	3		3
	Elective: Lab Science	3	3	4
		<hr/> 15	<hr/> 3	<hr/> 16

### SEMESTER 3

	Elective: Literature	3		3
	Elective: Social Science (Note 3)	3		3
	Elective: Lab Science	3		4
	Elective: General	3		3
	Elective: General	3		3
		<hr/> 15		<hr/> 16

### SEMESTER 4

CMPA-160	Comp. Bas.: Conc. and Apps.	3		3
	Elective: General	3		3
	Elective: General	3		3
	Elective: General	3		3
	Elective: General	3		1-3
		<hr/> 15		<hr/> 13-15

Note 1: Restricted to art, College Theater, foreign languages, music, or philosophy

Note 2: MATH-101 or higher

Note 3: Restricted to history, cultural anthropology, economics, or political science electives

NOTE: All courses presented for degree must be non-developmental and college-level to total 60 semester hours.

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Arts in Liberal Arts/General Studies** will be awarded.

## UNIVERSITY WITHOUT WALLS TRANSFER OPTION

## UWWL.AA

The University Without Walls is an adult bachelor's degree program of the University of Massachusetts in which students design an individualized degree in a field of their choice, and have the option of converting learning from life experience into academic credit.

The University Without Walls transfer option (UWWL.AA) of the General Studies associate degree provides adult learners with the opportunity to complete UMass general education requirements; develop critical reading, writing and thinking skills; and make connections between a liberal arts education and life experience. This option is ideal for adults who have career and life experiences and who are interested in a four-year degree, but have few or no college credits. This program is under the Commonwealth Transfer Compact. Students who graduate from this General Studies Option with a grade point average of 2.5 or better will be accepted into the University Without Walls, or into any state institution of higher learning.

Students enrolled in this option become part of the larger Springfield Center University

Without Walls student body, and are invited to participate in UWW social events and workshops, receive periodic mailings and newsletters from UWW, and maintain contact with the UWW advisors at STCC. For more information, contact the UWW Coordinator, Garvey Hall, Room 267, STCC, at 732-5262.

## PROGRAM REQUIREMENTS

Minimum of 60 credits for the associate degree program in General Studies

Because most students in the University without Walls option will be part time, the required courses are not listed in semester sequence. It is recommended, however, that students complete ENGL-100 English Composition 1, as early as possible in their program.

		Credits
English		
ENGL-100	English Composition 1	3
ENGL-200	English Composition 2 (or)	
ENGL-210	Honors English Composition 2	3
Humanities		
	Literature elective	3
	Two electives in art, philosophy, music, theater, or world languages	6
Social Sciences		
	History elective	3
PSYC-100	General Psychology	3
SOCL-100	Introduction to Sociology	3
Science and Math		
	Lab science elective	4
	College math elective	3
	Lab science or college math elective	3 or 4
Analytical Reasoning (one of the following)		
PROG-101	Computer Concepts	4
STAT-142	Statistics	3
BSTS-143	Business Statistics	3
MATH-155	Calculus	4

## Diversity

In addition to SOCL-100, students must take one more course that involves studies of diverse cultures outside of the U.S. This requirement can be met through the following courses which also fulfill requirements in social sciences or humanities

SOCL-110	Introduction to Anthropology	3
ENGL-351	Non-Western Literary Voices	3
HIST-300	History of Civilization to 1650	3
HIST-440	Far Eastern Civilization	3

## Computer Literacy

CMPA-160	Computer Basics: Concepts & Applications	3
----------	--	---

The remaining 22 credits may be earned through elective courses. Students may pursue courses in a particular field of interest or continue with a liberal arts program.

Upon successful completion of requirements for this program, as listed above, the degree of **Associate in Arts in Liberal Arts/General Studies** will be awarded.

**PRE-HEALTH OPTIONS****HTHC.GS**

To prepare for a program in the School of Health, you should take a schedule that reflects the course prerequisites as stated in this catalog, and your achievement on the STCC Placement Tests (CPT.)

Your first semester schedule should include:

English	Based on placement test scores, to develop the level of basic
Math	skills needed for success in health studies
Reading	If placement on the CPT in Reading indicates a serious need for remediation
Basic science or chemistry or physics	as required by your intended program and your academic profile, that is, high school background in science, STCC placement scores, SAT1 math and verbal scores

The following courses are recommended for all students heading toward the program in health sciences, dental, or nursing.

(This first semester of courses is also required for the Health Aide Option, next page.)

ENGL-100	English Composition 1
HCAR-110	Health Directions Seminar
CMPA-160	Computer Basics: Concepts and Applications
BIOL-148	Basics of Anatomy & Physiology (or)
BIOL-132	Anatomy & Physiology (see Semester 2 to choose the proper biology course)

**Health Sciences Option**

ENGL-202	Technical Report Writing
MAST-101	Medical Terminology
Career course	
Career course	
Career course	(BIOL-232 if BIOL-132 was taken in Semester 1)

**Nursing Option**

ENGL-200	English Composition 2
BIOL-232	Anatomy & Physiology 2
PSYC-100	General Psychology
SOCL-100	Introduction to Sociology

This curriculum is a guide, but should be followed unless a student has a signed letter of agreement from a School of Health department/program chair that states specific alternate courses that must be taken for acceptance into a health program. Please note: completion of this program of study **does not** guarantee acceptance into a Health program.

**HEALTH AIDE OPTION**

For Semester 1 courses, see the Pre-Health option on the previous page. **Office Option**

ENGL-202	Technical Report Writing
MAST-101	Medical Terminology
MAST-220	Administrative Skills for the Medical Assistant
	Career course
	Career course

**PRE-ENGINEERING/SCIENCE TRANSFER OPTION****ENGC.GS**

If you are preparing for Engineering and Science Transfer, and your schedule reflects the prerequisites as stated in this catalog, as well as your achievement in the STCC placement tests, then your first semester should include:

English	Selection based on placement test scores to develop the
Math	level of basic skills needed for success in engineering or science majors



Reading	If placement on the CPT in Reading is at Reading Level 1 (DRDG-091) or Reading Level 2 (DRDG-092)
Basic Science Or Chemistry Or Physics	As required by your academic profile, that is, high school background in science, STCC placement scores, SAT 1 math and verbal scores
College Success Seminar	

**BILINGUAL PROGRAM OPTION****BLNG.GS**

If you requested the Bilingual program, you will gain assistance to help you develop language skills for successful work in the program to which you intend to apply. Placement in this option is based on your score on the Test of English as a Foreign Language, and selection of the following courses will be recommended:

Effective Reading  
 English as a Second Language 1, 2, 3 Basic English  
 Conversational Skills 1, 2 Writing Skills for Bilinguals

Students are referred to the Bilingual Services Office in building 16 (Garvey Hall), room 146 for information about placement testing, scheduling, and registration.

**NON-MATRICULATING OPTION****UNDC.NM**

The non-matriculating student is one who has not declared a major department from the STCC offerings. This designation offers special status for students who do not intend to pursue a degree from the college. Usually, non-matriculating students plan to transfer earned grades to another college, or are taking courses for self-enrichment. These students are not eligible for federal or state financial aid programs. Special permission may be necessary if a student wishes to take a restricted course, but a General Studies advisor will help direct the student to the appropriate faculty member.

**Liberal Arts Transfer****LTTR.AA****Associate Degree Program****LIBERAL ARTS TRANSFER OPTION**

The Liberal Arts Transfer curriculum is designed to parallel the first two years of a four year institution's liberal arts program. It is for students who intend to transfer to a senior college and work toward a bachelor's degree. The minimum requirements for the degree are 62 semester hours (20 courses), a minimum cumulative quality point average of 2.0, including 6 credits of English Composition, 12 credits in the Humanities, 18 credits in the Social Sciences, and 11 credits in Mathematics and Natural Sciences. Up to six credits may be earned through Cooperative Education.

**SEMESTER 1**

ENGL-100	English Composition 1	3		3
MATH-122	or MATH-124 or MATH-132 or STAT-142	3	3	3/4
	Liberal Arts Elective (world language recommended)*	3		3
HIST-110	Survey of Early U.S. History (or)			
PSCI-100	American Government & Politics	3		3
PSYC-100	General Psychology	3		3
		<hr/> 6	<hr/> 3	<hr/> 15/16

## LIBERAL ARTS TRANSFER/GENERAL STUDIES

**SEMESTER 2**

ENGL-200	Comp. 2: Intro. to Lit.	3		3
	Elective: History	3		3
	Liberal Arts Elective (world language recommended)*	3		3
	Natural Lab Science	3	3	4
SOCL-100	Intro. to Sociology (or)			
SOCL-110	Intro. to Anthropology	3		3
		15	3	16

**SEMESTER 3**

	Literature Elective	3		3
	Laboratory Science	3	3	4
	Liberal Arts Elective (world language recommended)*	3		3
ENGL-203	Fundamentals of Oral Communication	3		3
ECON-100	Economics 1	3		3
		15	3	16

**SEMESTER 4**

	Literature Elective	3		3
	Liberal Arts Elective (world language recommended)*	3		3
PHIL-110	Philosophy 1 (or)			
PHIL-210	Philosophy 2	3		3
	Humanities Elective **	3		3
	Liberal Arts Elective ***	3		3
		15		15

\* Liberal Arts Electives include: Math, Science, Social Sciences (except PSYC-109), Humanities, Fine Arts, and CMPA-160 (Computer Basics: Concepts and Applications). For those students interested in secondary education, EDUC-320 Foundations of Education may be taken.

\*\* Humanities Electives include: Art, Music, Drama or Creative Writing. Two are needed for students planning to transfer to Westfield State College.

\*\*\* CMPA-196 Computing in the Arts and Sciences is strongly recommended.

Upon the successful completion of requirements for this program, as listed below, the degree of **Associate in Arts in Liberal Arts Transfer** will be awarded.

**FINE ARTS OPTION****FINE.AA**

This Fine Arts Option is designed to parallel the first two years of a four-year college's art major. Students must complete a common curriculum of liberal arts subjects (6 credits of English composition, 3 credits in math; 8 credits in lab science; 9 credits in the social sciences; which includes one history, one psychology, and one sociology course) the visual arts curriculum (6 credits of art history, 6 credits of color/design; 9 credits of fine arts drawing; 3 credits in 3D design; 9 credits of visual arts electives) and a 3-credit liberal arts elective. A sample curriculum follows:

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
ARTS-146	Design: Introduction To Art	3		3
ARTS-147	Basic Drawing	3		3
PSYC-100	General Psychology	3		3
MATH-122	Appl. Math. 1 (or)			
MATH-124	Math for a Technical Society (or)			
STAT-142	Statistics	3		3
		15		15

**SEMESTER 2**

ENGL-200	Comp. 2: Intro. to Literature	3		3
ARTS-246	Basic Design 2	6	3	3
	Studio Elective (Note 1)	3		3
ARTS-149	Drawing Composition	3		3
SOCL-100	Introduction to Sociology	3		3
		<hr/> 18	<hr/> 3	<hr/> 15

**SEMESTER 3**

ARTS-140	Art History: Prehistoric to Gothic (or)			
ARTS-346	History of Modern Art	3		3
	Studio Elective (Note 1)	3		3
ARTS-145	Figure Drawing	3		3
	History Elective	3		3
	Lab Science Elective	3	3	4
		<hr/> 15	<hr/> 3	<hr/> 15

**SEMESTER 4**

ARTS-315	3D Design	3		3
ARTS-240	Art History: Renaissance and Baroque (or)			
ARTS-346	History of Modern Art	3		3
	Studio Elective (Note 1)	3		3
	Lab Science Elective	3	2	4
	Liberal Arts Elective	3		3
		<hr/> 15	<hr/> 2	<hr/> 16

Note 1: Studio electives may be chosen from painting, print-making, photography, or imaging courses

Upon the successful completion of the requirements for this program, the degree of **Associate in Arts in Liberal Arts Transfer** will be awarded.

**TEACHER EDUCATION TRANSFER OPTION**

STCC has established joint admission with the Westfield State College (WSC) School of Education. After completing the curriculum here you would transfer as a junior.

State licensure requires that Elementary and Early Childhood licensure students complete two majors before graduating from WSC. Your first major will be in education, and your second major in Liberal Studies, an interdisciplinary liberal arts major, or one of the liberal arts disciplines: English, history, science, math, economics, or political science in addition to others. Early Childhood majors may also select either psychology or arts as a second major. While at STCC, you will begin working on your second major by taking three major courses from one of the liberal arts disciplines.

Students seeking licensure to teach in middle or secondary school levels must choose a major subject (for which there is a teaching licensure) as their one major at WSC. These students will also need to complete the professional sequence of education courses for licensure at WSC.

**Other colleges**

If you are interested in obtaining licensure in teacher education at a four-year college other than Westfield State, it is essential that you decide on the college to which you wish to transfer early in your career here. Obtain a catalog from the other college and bring it to your advisor for an advisor meeting. If you are undecided regarding a four-year college, you may wish to major in Liberal Arts Transfer (LTTR.AA) here, especially if you intend to go into secondary education.

**Elementary Education — Westfield State College****EDEL.AA****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
BIOL-104	Human Biology (or)			
BIOL-113	Environmental Biology	3	2	4
PSYC-100	General Psychology	3		3
HIST-110	Early U.S. History & Government	3		3
	Elective: Humanities (Note 1)	3		3
		<hr/> 15	<hr/> 2	<hr/> 16

**SEMESTER 2**

ENGL-200	English Composition 2	3		3
PHYS-125	Physical Science	3	3	4
PSYC-305	Child Psychology	3		3
HIST-300	History of Civilization to 1650	3		3
EDUC-319	Introduction to Special Needs	3		3
		<hr/> 15	<hr/> 3	<hr/> 16

**SEMESTER 3**

ENGL-302	American Literature 1620-1860	3		3
MATH-126	Expl. Foundations/Math. Reasoning	3		3
ECON-100	Principles of Economics 1 (Note 2)	3		3
BIOL-142	Introductory Nutrition	3		3
	Elective: Humanities	3		3
		<hr/> 15		<hr/> 15

**SEMESTER 4**

ENGL-402	American Lit.: 1860-Present	3		3
EDUC-320	Found. of Educ.: Urban Perspect.	3		3
	Elective: Math/Lab Sci. (Note 3)	3	3	3/4
CPMA-160	Cmptr Bas.: Concepts & Applic.	3		3
		<hr/> 12		<hr/> 12/13

Note 1: ARTS-146, MUSC-110, MUSC-130, or THTR-361

Note 2: Early Childhood Education majors should substitute ENGL-305

Note 3: MATH-124 recommended

**Secondary Education — Westfield State College****EDSE.AA****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
PSYC-100	General Psychology	3		3
HIST-110	Early U.S. Hist. and Govt. (or)			
HIST-210	Modern U.S. History	3		3
	Elective: Math (Note 1)	3		3
	Elective: Lab Science (Note 2)	3	3	4
		<hr/> 15	<hr/> 3	<hr/> 16

**SEMESTER 2**

ENGL-200	English Composition 2: Intro. to Lit.	3		3
EDUC-320	Found. of Educ.: Urban Perspectives	3		4
HIST-100	Early Western Civilization (or)			
HIST-200	Modern Western Civilization	3		3
	Major course (Note 6)	3		3
	Elective: Humanities (Note 3)	3		3
		<hr/> 15		<hr/> 16



**SEMESTER 3**

PSYC-350	Adolescent Psychology	3		3
	Elective: Lab Science (Note 2)	3	3	4
	Elective: Humanities (Note 3)	3		3
	Elective: Literature/Philosophy (Note 4)	3		3
	Major course (Note 6)	3		4
		<hr/> 15	<hr/> 3	<hr/> 17

**SEMESTER 4**

EDUC-319	Intro. to Special Needs	3		3
	Elective: Lit./Philosophy (Note 4)	3		3
	Elective: Global Diversity (Note 5)	3		3
CMPA-160	Computer Basics: Conc. & Applic.	3		3
	Major course (Note 6)	3		3
		<hr/> 15		<hr/> 15

**Notes:**

- 1: MATH-124/224 Math for a Technical Society 1 or 2; or MATH-145, Precalculus Mathematics; or MATH-157/257 Calculus for Business, Life and Social Sciences 1 or 2; or MATH-155/255, Calculus 1 or 2. Students planning to major in math at WSC should take MATH-155 or 255. Students planning to major in general science at WSC should take MATH-145, 155, or 255.
- 2: BIOL-102/202 Principles of Biology 1 or 2; BIOL-106/206, General Biology 1 or 2; CHEM-101 Survey of Chemistry 1; or CHEM-103/203, General Chemistry 1 or 2; or PHYS-125 Physical Science; or PHYS-130/230, College Physics 1 or 2; or PHYS-132/232, University Physics 1 or 2. Students planning to major in biology at WSC should take BIOL-106 or 206. Students planning to major in general science at WSC should take CHEM-103, 203, PHYS-130, 230, 132, or 232.
- 3: ARTS-146 Design: Introduction to Art; ARTS-140/240 Art History 1 or 2; MUSC-130 Music Appreciation; or MUSC-344 History of Jazz.
- 4: PHIL-110 Philosophy 1; or HONR-501, HONR-502 Library Research Colloquium; or ENGL-301/401 English Literature 1 or 2, ENGL-302/402 American Literature 1 or 2, ENGL-308/408 Women in Literature 1 or 2. Students planning to major in English at WSC should choose ENGL301, 401, 302, or 402.
- 5: ENGL 308/408 Women in Literature 1 or 2
- 6: Major choices include Biology, Business Administration, Chemistry, English, History, Mathematics, and Physics. Students should consult the current STCC to WSC course equivalency guide to choose courses that will transfer into their intended major at WSC. See [www.wsc.ma.edu/ceg](http://www.wsc.ma.edu/ceg).

Upon successful completion of the requirements for this program as listed above, the degree of **Associate in Arts in Liberal Arts Transfer** will be awarded.

## Math, Sciences and Engineering Transfer



Bich Ngoc Huyh, from Vietnam, took two semesters of English as a Second Language here, but already spoke English fairly well because her sister teaches English in their native country. Bich majored in computer science in our Engineering and Science Transfer department, and was the only female in the Math Club. She is now continuing her studies at the UMass School of Engineering, and is considering a career in mobile game design.

# Math, Sciences, and Engineering Transfer

This school is comprised of six departments: Biological Sciences, Biotechnology, Chemistry, Engineering and Science Transfer, Mathematics, and Physics.

Biotechnology is an associate-degree-granting department which offers the option of transferring to a four-year biotechnology program or entering the exciting field of biotechnology as a technician after two years of study. A new certificate program with four different pathways allows current or potential employees of biotechnology companies to update or develop skills in the area of their choice, from facilities, to manufacturing, to quality control.

Engineering and Science Transfer is also a degree-granting department, which offers the first two years of a four-year university program in chemical, civil, electrical, computer, or mechanical engineering, and computer science. It also offers options for students who wish to major in biology, chemistry, mathematics, physics, pre-med, pre-dental, pre-vet, pre-pharmacy, and other science transfer programs.

The departments of Biological Sciences, Chemistry, and Physics offer a wide variety of courses for students in the health sciences, technologies, and engineering and science transfer. These departments have modern, up-to-date equipment and labs available for student use. Students can complete the first two years of a bachelor's degree in any of these academic disciplines. The degree will be awarded through the Engineering and Science Transfer department.

The Mathematics department offers developmental and college-level courses in a variety of instructional modes such as traditional lecture; student-centered group learning, self-paced, and asynchronous distance modes. Students can complete the first two years of a four-year mathematics degree and transfer to a senior college or university. The degree is awarded through the Engineering and Science Transfer department.

# Engineering and Science Transfer

## Associate Degree Program

## ESTR

The mission of the Engineering and Science Transfer Department is to provide students with the first two years of a four-year engineering or science-based curriculum. The quality and breadth of this education is such that the students may be able to transfer to any four-year college or university, and often complete their baccalaureate degree in two additional years. In addition to completing the first two years of a baccalaureate degree, the student receives the degree of Associate in Science in Engineering and Science Transfer with the following concentrations:

Associate in Science in:

Engineering	ENGR.AS	Biology	BIOL.AS
Computer Science	CSCI.AS	Chemistry	CHEM.AS
Mathematics	MATH.AS	Physics	PHYS.AS
Technical Engineering	TECH.AS	Pre-Med/Pre-Den/Pre-Vet	MDVT.AS

Certificate of Completion in

Technical Engineering

TECH.COC

STCC's Engineering and Science Transfer department has been recognized as a Center for Excellence in Engineering Transfer, and annually transfers students to four-year colleges and universities all across the country. Students have transferred to over 60 colleges and universities including such well-known institutions as the Massachusetts Institute of Technology, Cornell, Purdue, University of Florida, Northeastern, Mt. Holyoke, and Boston University.

Locally, the Engineering and Science Transfer program participates in the Joint Admission program with the University of Massachusetts, and has articulation agreements with Western New England College, Worcester Polytechnic Institute, and Rensselaer Polytechnic Institute. RPI also annually presents the Joseph H. Smith Jr. '45 Award to one of the outstanding graduates of STCC's Engineering and Science Transfer program. This award is accompanied by substantial financial aid to attend RPI.

STCC's Engineering and Science Transfer department is a leader in integrating the computer with the curricula. The department has two computer laboratories: a 23-station PC networked lab and an 18-station assembly language lab. These labs are upgraded annually so that the students are constantly working with state-of-the-art software and hardware. Through these laboratories, students have access to the most modern software including the computer languages C++, Visual Basic and Java, Front Page, word processing, spreadsheets, CAD, and numerous mathematical analysis and simulation packages, as well as access to the Internet.

The department also has three multimedia classrooms where all computer science and most engineering and math courses are taught. Students also use modern labs in chemistry, physics, electronics, and materials science.

### Entrance Requirements

In order to be admitted to one of the Engineering and Science Transfer programs, a student should have completed two years of algebra, one year of geometry, and one year of trigonometry or senior math. In addition, students intending to major in engineering, computer science, math, chemistry or physics should have completed one year each of chemistry and physics, while biological sciences and pre-med/pre-dental/pre-vet majors should have completed one year each of chemistry and biology. Applicants should also have achieved minimum SAT1 scores of 500 in math and 350 in English.

The SAT exam is required for admission to all options of the Engineering and Science Transfer program except for the Technical Engineering Certificate of Completion. However, applicants with previous college experience (at STCC or elsewhere) will be exempt from the SAT requirement if they have completed all of the prerequisite college math



and science courses with at least a B- average and English Composition 1 with at least a C-.

Applicants not meeting all of the entrance requirements may still be considered but should understand that it might require additional time and effort on their part in order to prepare themselves for the required mathematics, science, and engineering courses in the Engineering and Science Transfer programs. Applicants not deemed ready to enter the program are offered an alternate acceptance to the General Studies program Pre-Engineering and Science option (ENGCS). Students typically spend one year in this core remedying their academic deficiencies in mathematics and the sciences, and then reapply to the Engineering and Science Transfer department.

In order to transfer successfully into the Engineering and Science Transfer department from the General Studies Pre-Engineering and Science option, a student must complete all of the prerequisite mathematics and science courses with a minimum average grade of B-. In addition, ENGL-100 must be completed with a minimum grade of C-.

All applications are reviewed by the Engineering and Science Transfer department, and the successful applicant is counseled and scheduled for his or her first semester's courses by a member of the department.

### ENGINEERING TRANSFER OPTION

ENGR.AS

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
CHEM-103	General Chemistry 1	4	3	4
ENGR-203	Computer Applic. in Engineering (or)			
CSCI-111	Intro. to the Java Program. Language	3	3	4
MATH-155	Calculus 1	6		4
	Elective: Social Science	3		3
		<u>19</u>	<u>6</u>	<u>18</u>

#### SEMESTER 2

PHYS-132	University Physics 1	3	3	4
CHEM-203	General Chemistry 2 (or)			
BIOL-106	General Biology 1 (Note 1)	4	3	4
MATH-255	Calculus 2	6		4
CSCI-100	Intro. to Computer Science (or)			
CSCI-111	Intro. to the Java Programming Language (Note 2)	3	3	4
ENGL-200	English Comp. 2: Intro. to Lit.	3		3
		<u>19</u>	<u>9</u>	<u>19</u>

#### SEMESTER 3

PHYS-232	University Physics 2	3	3	4
	Elective: Math, Science, or Engineering	3		3
	Elective: Engineering	3		3
MATH-355	Calculus 3	6		4
	Elective: Social Science or Humanities	3		3
		<u>18</u>	<u>3</u>	<u>17</u>

#### SEMESTER 4

	Elective: Engineering	3		3
	Elective: Engineering	3		3
	Elective: Math, Science, or Engineering	3		3
MATH-439	Linear Algebra (or)			
MATH-455	Differential Equations (or)			
ENGR-411	Probability & Statistics for Eng	4		4
	Elective: Soc. Sci. or Humanities	3		3
		<u>16</u>		<u>16</u>

Note 1: BIOL-106, General Biology 1, should be selected by Computer, Electrical, Industrial, and Mechanical Engineering majors going to UMass.

## ENGINEERING AND SCIENCE AND TRANSFER

Note 2: Computer and Electrical Engineers going to UMass should take CSCI111 (C++) while all other engineering majors going to UMass should take CSCI-100

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Engineering and Science Transfer** will be awarded.

### COMPUTER SCIENCE TRANSFER OPTION

**CSCI.AS**

#### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
CSCI-100	Introduction to Computer Science	3	3	4
CSCI-111	Intro. to the Java Prog.	3	3	4
MATH-155	Calculus 1	6		4
	Elective: Social Science	3		3
		18	6	18

#### SEMESTER 2

ENGL-200	Composition 2: Intro. to Lit.	3		3
PHYS-132	University Physics 1	3	3	4
CSCI-211	Intermediate Topics in Java Prog.	3	3	4
MATH-255	Calculus 2	6		4
	Elective: Hum. or Soc. Science	3		3
		18	6	18

#### SEMESTER 3

CSCI-321	Computer Org. and Digital Logic	3	3	4
CSCI-401	Data Structures and Algorithms	3	3	4
PHYS-232	University Physics 2	3	3	4
MATH-355	Calculus 3	6		4
	Elective: Humanities or Social Science	3		3
		15	9	18

#### SEMESTER 4

CSCI-310	Machine and Assembly Language	3	3	4
MATH-439	Linear Algebra	3		3
MATH-376	Discrete Structures	4		4
	Elective: Math, Engr or CSCI	4		4
	Elective: Humanities or Social Science	3		3
		17	3	18

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Engineering and Science Transfer** will be awarded.

### TECHNICAL ENGINEERING OPTION

**TECH.AS**

The Technical Engineering Option is a general technology program. It is for students who do not want to major in any specific technology but want a broad background. If, after spending one year in this option, a student becomes interested in a specific technology, it is possible for him to transfer to that technology.

This program is also designed to interface with both the Engineering Transfer Program and the Pre-Engineering Option, Level 2 (ENGC.GS) of the General Studies Program. A student, after spending one year in either of these programs, may transfer to the Technical Engineering option with no loss of credit.

A student who completes the entire Technical Engineering option is awarded the **Associate in Science Degree in Engineering and Science Transfer**.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
MECH-180	Mechanical CAD 1: 2D Fund.	2	1	2
ENGL-100	English Composition 1	3		3
CHEM-101	Survey of Chemistry 1 (or)			
CHEM-103	General Chemistry 1	4	3	4
MATH-132	Technical Math 1 (or)			
MATH-155	Calculus 1	6		4
PHYS-130	College Physics 1 (or)			
PHYS-132	University Physics 1	3	3	4
		<hr/> 18	<hr/> 7	<hr/> 17

**SEMESTER 2**

MECH-280	CAD 2: 3D Fundamentals	3	3	4
ENGL-202	Technical Report Writing	3		3
MATH-232	Technical Math 2 (or)			
MATH-255	Calculus 2	6		4
PHYS-230	College Physics 2 (or)			
PHYS-232	University Physics 2	3	3	4
	Elective: Soc. Science/Humanities	3		3
		<hr/> 18	<hr/> 6	<hr/> 18

**SEMESTER 3**

CMPA-103	Microcomputer Applic. for Windows	3		3
ESET-141	Electric Circuits (and)	3		3
ESET-145	Electric Circuits Lab (or)		3	1
ENGR-320	Circuit Analysis 1 (and)			
ENGR-324	Electrical Engr. Lab 1			
CIVL-345	Statics and Strength of Mat. (or)			
ENGR-310	Mechanics 1 (Statics)	3		3
MATH-155	Calculus 1 (or)			
MATH-355	Calculus 3	6		4
	Elective: Math/Science/Technical	3	3	4
		<hr/> 18	<hr/> 6	<hr/> 18

**SEMESTER 4**

CSCI-100	Intro. to Computer Science (or)			
CSCI-111	Intro. to Java Programming	3	3	4
ESET-260	Digital Systems (and)	3		3
ESET-265	Digital Systems Lab (or)		3	1
ENGR-420	Circuit Analysis 2 (and)			
ENGR-427	Electronic Engineering Lab 2			
ENGR-335	Mechanics of Materials (or)			
CIVL-446	Structures	4		3
MATH-255	Calculus 2 (or)			
MATH-455	Differential Equations	6		4
	Elective: Math/Science/Technical	3	3	3
		<hr/> 19	<hr/> 9	<hr/> 18

**SCIENCE TRANSFER OPTION****BIOLOGICAL SCIENCES TRANSFER PROGRAMS**

Springfield Technical Community College offers several biology transfer programs from which its graduates are well-qualified to enter the junior year of a biology major, pre-med major, pre-vet major, pre-dental major, or a pharmacy major. Students are advised by biology faculty members who will guide them in course selections to meet the requirements of the various colleges and universities to which the students may apply.

Students who cannot meet all the requirements for the degree of Engineering and Science Transfer may consider the option of an Associate degree in Liberal Arts Transfer or General Studies, while pursuing the goal of transferring to a four-year college to continue studies in the biological sciences.

**Biology Option****BIOL.AS****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CHEM-103	General Chemistry 1	4	3	4
BIOL-106	Biology 1	3	3	4
ENGL-100	English Composition 1	3		3
SOCL-100	Intro. to Sociology	3		3
MATH-155	Calculus 1	6		4
		<hr/> 19	<hr/> 6	<hr/> 18

**SEMESTER 2**

CHEM-203	General Chemistry 2	4	3	4
BIOL-206	Biology 2	3	3	4
ENGL-200	Comp. 2: Intro. to Lit.	3		3
PSYC-100	General Psychology	3		3
MATH-255	Calculus 2 (or)			
STAT-142	Statistics	3		3
		<hr/> 16	<hr/> 6	<hr/> 17

**SEMESTER 3**

CHEM-320	Organic Chemistry 1	3	4	4
BIOL-360	Genetics	3	4	4
	Elective: Social Science	3		3
PHYS-130	College Physics 1	3	3	4
	Elective: General Education (Note 2)	3		3
		<hr/> 15	<hr/> 11	<hr/> 18

**SEMESTER 4**

CHEM-420	Organic Chemistry 2	3	4	4
	Elective: Biology (Note 1)	3	3	4
PHYS-230	College Physics 2	3	3	4
	Elective: Humanities	3		3
	Elective: General Ed. (Note 2)	3		3
		<hr/> 15	<hr/> 10	<hr/> 18

**Notes**

- 1: Electives to be selected from: BIOL-113, BIOL-121, BIOL-132, BIOL-310, BIOL-320, BIOL-350, BIOL-351
- 2: Check curriculum of college you plan to attend to determine what this elective should be. Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Engineering and Science Transfer** will be awarded.



**Pre-Med/Pre-Dental/Pre-Vet Option****MDVT.AS****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CHEM-103	General Chemistry 1	4	3	4
BIOL-106	Biology 1	3	3	4
ENGL-100	English Composition 1	3		3
SOCL-100	Intro. to Sociology	3		3
MATH-132	Technical Math 1 (or)			
MATH-155	Calculus 1	6		4
		<hr/> 19	<hr/> 6	<hr/> 18

**SEMESTER 2**

CHEM-203	General Chemistry 2	4	3	4
BIOL-206	Biology 2	3	3	4
ENGL-200	Comp. 2: Intro. to Lit.	3		3
MATH-232	Technical Math 2 (or)			
MATH-255	Calculus 2	6		4
PSYC-100	General Psychology	3		3
		<hr/> 19	<hr/> 6	<hr/> 18

**SEMESTER 3**

PHYS-130	College Physics 1	3	3	4
CHEM-320	Organic Chemistry 1	3	4	4
BIOL-360	Genetics	3	4	4
	Elective: Social Science	3		3
	Elective: General Ed. (Note 2)	3		3
		<hr/> 15	<hr/> 11	<hr/> 18

**SEMESTER 4**

CHEM-420	Organic Chemistry 2	3	4	4
PHYS-230	College Physics 2	3	3	4
	Elective: Biology (Note 1)	3	3	4
	Elective: Humanities	3		3
	Elective: Gen. Education (Note 2)	3		3
		<hr/> 15	<hr/> 10	<hr/> 18

**Notes**

- 1: Electives to be selected from: BIOL-113, BIOL-121, BIOL-132, BIOL-310, BIOL-320, BIOL-350, BIOL-351.
- 2: Check curriculum of college you plan to attend to determine what this elective should be.

Upon the successful completion of the requirements for this program, as listed above, the degree of **Associate in Science in Engineering and Science Transfer** will be awarded.

**Chemistry Option****CHEM.AS****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CHEM-103	General Chemistry 1	4	3	4
ENGL-100	English Composition 1	3		3
	Elective: Hum./Soc. Sci. (Note 1)	3		3
MATH-155	Calculus 1	6		4
ENGR-203	Comp. Apps. in Engineering (or)			
CSCI-100	Introduction to Computer Science	3	3	4
		<hr/> 19	<hr/> 6	<hr/> 18

# ENGINEERING AND SCIENCE AND TRANSFER

## SEMESTER 2

CHEM-203	General Chemistry 2	4	3	4
ENGL-200	Comp. 2: Intro. to Lit.	3		3
MATH-255	Calculus 2	6		4
	Elective: Hum./Soc. Sci. (Note 1)	3		3
	Elective: Math/Sci./Tech. (Note 2)	3		3
		<hr/> 19	<hr/> 3	<hr/> 17

## SEMESTER 3

CHEM-320	Organic Chemistry 1	3	4	4
PHYS-130	College Physics 1 (or)			
PHYS-132	University Physics 1	3	3	4
MATH-355	Calculus 3	6		4
	Elective: Soc. Sci./Hum. (Note 1)	3		3
	Elective: Math/Sci./Tech. (Note 2)	3		3
		<hr/> 18	<hr/> 7	<hr/> 18

## SEMESTER 4

CHEM-420	Organic Chemistry 2	3	4	4
	Elective: Tech./Math/Sci. (Note 2)	3		3
	Elective: Soc. Sci./Hum. (Note 1)	3		3
MATH-455	Differential Equations	6		4
PHYS-230	College Physics 2 (or)			
PHYS-232	University Physics 2	3	3	4
		<hr/> 18	<hr/> 7	<hr/> 18

Note 1: Most four-year institutions require two years of a foreign language. Check the curriculum of the college you plan to attend for specific details regarding these electives.

Note 2: Check the curriculum of the college you plan to attend to determine what this elective should be.

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Engineering and Science Transfer** will be awarded.

## Mathematics Option

## MATH.AS

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
CHEM-103	General Chemistry 1	4	3	4
CSCI-111	Intro. to Java Prog. Language	3	3	4
MATH-155	Calculus 1	6		4
	Elective: Humanities/Soc. Sci. *	3		3
		<hr/> 19	<hr/> 6	<hr/> 18

### SEMESTER 2

ENGL-200	Comp. 2: Intro. to Lit.	3		3
CHEM-203	General Chemistry 2	4	3	4
MATH-255	Calculus 2	6		4
PHYS-132	University Physics 1	3	3	4
	Elective: Humanities/Soc. Sci. *	3		3
		<hr/> 19	<hr/> 6	<hr/> 18

### SEMESTER 3

MATH-355	Calculus 3	6		4
PHYS-232	University Physics 2	3	3	4
	Elective: General Education *	3		3
	Elective: Hum./Social Science*	3		3
	Elective: Math/Science/Technical *	3		3
		<hr/> 18	<hr/> 3	<hr/> 17

**SEMESTER 4**

MATH-439	Linear Algebra	3	3
MATH-455	Differential Equations	6	4
	Elective: General Education *	3	3
	Elective: Hum./Social Science *	3	3
MATH-376	Discrete Structures	4	4
		<u>19</u>	<u>17</u>

\*Check curriculum of college you plan to attend to determine what this elective should be.

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Engineering and Science Transfer** will be awarded.

**Physics Option****PHYS.AS****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
CHEM-103	General Chemistry 1	4	3	4
CSCI-111	Intro. to Java Program. Language	3	3	4
MATH-155	Calculus 1	6		4
	Elective: Humanities/Soc. Sci. *	3		3
		<u>19</u>	<u>6</u>	<u>18</u>

**SEMESTER 2**

ENGL-200	Comp. 2: Intro. to Lit.	3		3
CHEM-203	General Chemistry 2	4	3	4
MATH-255	Calculus 2	6		4
PHYS-132	University Physics 1	3	3	4
	Elective: Humanities/Soc. Sci. *	3		3
		<u>19</u>	<u>6</u>	<u>18</u>

**SEMESTER 3**

MATH-355	Calculus 3	6		4
PHYS-232	University Physics 2	3	3	4
	Elective: General Education *	3		3
	Elective: Humanities/Social Science*	3		3
	Elective: Math/Science/Technical *	3		3
		<u>18</u>	<u>3</u>	<u>17</u>

**SEMESTER 4**

MATH-455	Differential Equations	6		4
PHYS-332	University Physics 3	3	3	4
	Elective: General Education *	3		3
	Elective: Humanities/Social Science *	3		3
	Elective: Math/Science/Technical *	3		3
		<u>18</u>	<u>3</u>	<u>17</u>

\*Check curriculum of college you plan to attend to determine what this elective should be.

Upon the successful completion of requirements for this program, as listed above, the degree of **Associate in Science in Engineering and Science Transfer** will be awarded.

**TECHNICAL ENGINEERING****TECH.COC****Certificate of Completion program**

The Technical Engineering Certificate of Completion is a fast-track program that enables a student to acquire basic engineering skills in only one year. During this year a student takes classes in chemistry, mathematics, computing, drafting, and English, and develops the ability to work in tandem with engineers and technicians taking data, performing tests, and doing routine calculations. After completion of this certificate, a student should be able to seek employment as an engineering aide or continue his or her education toward an Associate in Science degree in the Technical Engineering Option of the Engineering and Science Transfer program.

**SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CMPA-103	Microcomputer Apps. for Windows	3		3
ENGL-100	English Composition 1	3		3
CHEM-101	Survey of Chemistry 1	3	3	4
ENGR-109	Intro. to Engineering Graphics		3	1
MATH-132	Technical Mathematics 1	4		4
		<hr/> 13	<hr/> 6	<hr/> 15

**SEMESTER 2**

ENGL-202	Technical Report Writing	3		3
PHYS-130	College Physics 1	3	3	4
ENGR-106	Intro. to Computer-Aided Drafting	1	2	1
ENGR-421	Engineering Measurements & Analysis	2	3	2
STAT-142	Statistics	3		3
		<hr/> 12	<hr/> 8	<hr/> 13

Upon successful completion of requirements for this program, a **Certificate of Completion in Technical Engineering** from STCC will be awarded.



Biotechnology
Associate Degree Program

BIOT.AS

The Biotechnology curriculum is designed to meet the ever-expanding need for trained personnel in the field of biotechnology. The commonwealth of Massachusetts currently has the highest concentration of biotechnology activity in the world. There are now over 300 companies employing more than 28,000 people statewide. The biotechnology industry also employs over 150,000 people across the United States. This industry continues to grow in New England and is looking for trained employees. Graduates of this program will be in a challenging, exciting field with excellent benefits and opportunities.

What is biotechnology? The term biotechnology encompasses a wide range of applications associated with the use of living things such as cells and bacteria to make useful products. Current applications of biotechnology include industrial production of pharmaceuticals such as vaccines and insulin, genetic testing, DNA fingerprinting, and genetic engineering of plants and animals.

Students have the option of selecting the transfer or career option listed below. Upon successful completion of requirements for this program, as listed below, the degree of **Associate in Science in Biotechnology** will be awarded. A grade of "C" or better is required in all program courses.

### Transfer Compact Option

The Biotechnology/Transfer Compact Option has been designed to meet the transfer requirements of four-year public colleges or universities that are members of the Commonwealth Transfer Compact, or those colleges that are accredited by the AACSB. All course choices should be discussed with the College's transfer counselor or your advisor, as different institutions may vary in their particular program requirements.

### Career Option

The Biotechnology Career Option concentrates on the methodology and techniques of microbiology, biochemistry, cell biology, genetics, and cell culture. Career option graduates will be qualified for positions such as lab assistant, research assistant, media prep technician, quality control inspector, safety technician, manufacturing technician, and documentation specialist.

### Entrance Requirements

In order to be admitted to the Biotechnology program, an applicant should have completed two years of algebra, one year of geometry, and one year of trigonometry or senior math, and one year each of chemistry, biology, and physics with a grade of "B" or better. Applicants should also have achieved a minimum of 800 combined SAT1 score.

Applicants not meeting all the entrance requirements may still be considered, but should understand that it might require additional time and effort on their part in order to prepare themselves for the required mathematics and science courses. Applicants not deemed ready to enter the program are offered an alternate acceptance to the General Studies program. Students typically spend one year in this core remedying their academic deficiencies in the mathematics and sciences, and then reapply to the Biotechnology program.

### SEMESTER 1

No.	Course Title	Class	Lab	Credits
ENGL-100	English Composition 1	3		3
BIOL-106	Biology 1	3	3	4
BIOT-151	Introduction to Biotechnology	1		1
CHEM-103	General Chemistry 1	3	4	4
MATH-155	Calculus 1 (Note 1) (or)			
MATH-132	Tech Math 1	6		4
		16	7	16

**SEMESTER 2**

CMPA-160	Computer Basics: Conc. & Applications	3		3
BIOL-206	Biology 2	3	3	4
CHEM-203	General Chemistry 2	3	4	4
MATH-255	Calculus 2 (Note 1) (or)			
MATH-232	Technical Math 2	6		4
PSYC-100	General Psychology	3		3
		<hr/> 18	<hr/> 7	<hr/> 18

**SEMESTER 3**

ENGL-202	Technical Report Writing (or)			
ENGL-200	English Comp. 2: Intro. to Lit.	3		3
BIOL-121	Microbiology	3	3	4
BIOL-360	Genetics	3	4	4
CHEM-320	Organic Chemistry 1 (Note 2) (or)			
BIOL-140	Biochemistry	3	4	4
		<hr/> 12	<hr/> 11	<hr/> 15

**SEMESTER 4**

BIOT-251	Biotechnology	3	3	4
BIOL-351	Cell Biology	3	3	4
CHEM-420	Organic Chemistry 2 (Note 3) (or)			
STAT-142	Statistics	3	4	4
	Elective: Social Science	3		3
		<hr/> 12	<hr/> 10	<hr/> 15

Note 1: Career option students should take MATH-132 and MATH-232.

Note 2: Career option students should take BIOL-140.

Note 3: Career option students should take MATH-142.

**BIOTECHNOLOGY MANUFACTURING****BMFG.COC****Certificate of Completion program**

The Biotechnology Manufacturing Certificate of Completion is a fast-track program that enables a student to acquire current biotechnology skills in one year. As the demand for employees in biotechnology increases in the greater Springfield area, particularly in biomanufacturing, there are a growing number of students who wish to complete a certificate program in biotechnology. There is also the potential for employers to want their employees to earn a certificate to update their laboratory skills. This certificate program is specifically designed for students who wish to obtain the skills and knowledge necessary for direct employment in the biotechnology industry.

There are four options within the certificate program, focusing on skills required for different jobs in biomanufacturing. The certificate consists of 27 to 29 credits with a common core of courses including biology, chemistry, and math, and several courses specific to the particular option chosen. These courses prepare the student for working in the biotechnology industry by developing the student's skills in laboratory calculations, sterile technique, proper processing of materials, and quality control procedures. After completion of this certificate, the student should be able to seek employment as a biomanufacturing technician, quality control technician, or facilities operator in a biotechnology company.

**Requirements for acceptance**

Students who are enrolling in the certificate program must have already met the prerequisites for enrolling in the required classes. These students may have already completed an associate or bachelor's degree, or have completed some coursework toward a degree in the biological sciences. Certain prerequisites may be waived if work experience or other circumstances warrant.

**Common core of courses for all options****SEMESTER 1**

No.	Course Title	Class	Lab	Credits
CHEM-101	Survey of Chemistry 1	3	3	4
MATH-132	Technical Math 1	4		4
BIOL-102	Principles of Biology 1	3	2	4
ENGL-100	English Composition 1 (or)			
ENGL-202	Technical Report Writing*	3		3
		<u>13</u>	<u>5</u>	<u>15</u>

Students who plan to transfer on to complete a bachelor's degree in science may wish to substitute CHEM-102 or CHEM-203 for CHEM-101, and substitute BIOL-106 or BIOL-206 for BIOL-102.

\*ENGL-100 is a prerequisite for ENGL-202.

**Facilities Option 1****SEMESTER 2**

No.	Course Title	Class	Lab	Credits
ENGY-110	Theory of Controls	3	3	3
ENGY-240	Principles of Refrigeration	2	3	3
<i>(Take 6-8 credits from the following courses)</i>				
ENGY-120	Energy Systems Lab 1	1	3	2
ENGY-220	Combustion Control Circuits	3		3
ENGY-230	Energy Systems Lab 2	1	3	2
ENGY-350	Microprocessor Controls			
BIOL-121	Microbiology	3	3	4
		<u>11-13</u>	<u>6-12</u>	<u>12-14</u>

Permission may be granted to substitute a course from Facilities Option 1 for a course in Facilities Option 2

**Facilities Option 2****SEMESTER 2**

No.	Course Title	Class	Lab	Credits
ELEC-110	Basic Electricity 1	2	3	3
ELEC-210	Basic Electricity 2	2	3	3
<i>(Take two of the following courses)</i>				
ELEC-241	Fundamentals of Motor Control	2	3	3
ELEC-332	Digital and Linear Circuits	2	2	3
ELEC-320	Industrial Electronics 1	2	3	3
MECH-110	Materials and Processing for World-Class Manufacturing	2	3	3
		<u>8</u>	<u>11-12</u>	<u>12</u>

**Manufacturing Option****SEMESTER 2**

No.	Course Title	Class	Lab	Credits
BIOL-121	Microbiology	3	3	4
BIOL-140	Biochemistry	3		3
BIOL-202	Principles of Biology 2 (or)			
BIOL-351	Cell Biology (or)			
BIOT-251	Biotechnology	3	3	4
		<u>9</u>	<u>6</u>	<u>11</u>

CHEM-203 and BIOL-206 are prerequisites for BIOT-251 and BIOL-351. BIOT-251 and BIOL-351 may not be available in the evening.

**+Quality Control/Quality Assurance Option****SEMESTER 2**

No.	Course Title	Class	Lab	Credits
BIOL-140	Biochemistry	3		3
STAT-142	Statistics	3		3
BIOT-210	Quality Control for Biotech. Manuf.	3		3
<i>(Take one of the following courses)</i>				
MATH-232	Technical Math 2	4		4
CPMA-101	Intro. to Word Processing	3		1
CPMA-103	Microcomputer Applications for Windows	3		3
CPMA-202	Advanced Word Processing	3		3
		<u>15-16</u>		<u>10-13</u>

Upon successful completion of requirements for this program a **Certificate of Completion in Biotechnology Manufacturing** from STCC will be awarded.



## Nursing



Michelle Shilasi, from Nairobi, Kenya, is the first of her family to come through STCC, and collected her second degree, in Nursing, in 2008. Her younger sister has now received her General Studies degree in pre-health, and is heading into Nursing. Michelle's two uncles are also here, one in Respiratory Care and the other in Nursing. Michelle plans to eventually return to Kenya and help provide much-needed professional health care in her country

# Nursing

## Associate Degree Program

NURS.AS

Professional nurses are in great demand, and it takes a special individual to excel in this field. STCC offers entry into professional nursing through its associate degree program. STCC nurses are prepared to provide safe and effective nursing care across the life span.

Contributions by professional nurses make differences in the lives of people. Nurses hold positions in hospitals, long- and short-term care nursing homes, schools, private homes, and clinics. Travel nurses can accept varied assignments around the world. The U.S. Armed Services can also provide exceptional career possibilities. A registered nurse may pursue additional opportunities in nurse midwifery, nurse anesthesia, nurse practitioner, clinical nurse specialist, and more.

STCC nursing graduates are working across the country; very importantly, STCC nurses are providing western Massachusetts and northern Connecticut communities with expert professional nursing care. Our graduates have been recipients of state and national awards for excellence.

STCC is also a trendsetter. The SIMS Virtual Hospital @ STCC™ provides each nursing student the opportunity to apply nursing abilities and critical thinking skills in a simulated setting. Go to <http://health.stcc.edu/SIMSMedical> to see what nursing students are doing with simulation.

At STCC, nursing students have the opportunity to form the interdisciplinary team so needed in today's health care system. They may work with respiratory therapy, ultrasound, surgical technology, medical assistant, radiography and other students in STCC's School of Health & Patient Simulation.

Graduates of the STCC nursing program receive an Associate in Science in Nursing degree and are eligible to take the national licensure exam NCLEX-RN. Upon successful completion, a license to practice registered nursing is awarded.

All students in the School of Health & Patient Simulation must undergo a CORI (Criminal Offender Record Information) and a SORI (Sexual Offender) check. The ability to take your licensure exam can be dependent on this check. Depending on the findings, students may be denied a clinical placement and a seat for the licensure exam.

This program is approved by the BORN (Board of Registration in Nursing) for Massachusetts, as well as by the NLNAC (National League for Nursing Accrediting Agency.) The NLNAC can be reached at 61 Broadway, New York, NY 10006, NLNAC.org.

Articulation agreements with the University of Massachusetts, Elms College, American International College, and Russell Sage College provide nursing students with the opportunity to continue their nursing education on the bachelor's, master's and doctoral level. All advanced practice requires upper level degrees, and all graduates are encouraged and advised to pursue more educational opportunities.

### Prerequisites for admission

An applicant to the STCC Nursing program must be a high school graduate or equivalent. The candidate also must have completed a course in algebra 2, in high school or college, with a grade of C+ or better. The HESI Admissions test (A2) is required with a minimum score of 77. Additionally, applicants must have completed NURS-099 with a grade of 90 or better. Students who have repeated a college science course more than once will not be considered for admission. Prerequisites as well as co-requisite grade expectations will not be waived under any circumstances, nor will the HESI score requirements.

All students must maintain a C+ or higher in all co-requisite courses as well as nursing courses.

All accepted students are required to maintain CPR/AED certification as Professional Rescuers from the American Red Cross or the American Heart Association. All students must have complete health and immunization records, and must meet the technical standards set by the Department of Nursing.

In order for a student to matriculate in the Department of Nursing, the student must maintain the grade of 77%. Grades will not be rounded up. HESI testing is continued throughout the program, and students are required to meet the standards set by the faculty.

1. An average of 77% or better **MUST** be maintained in nursing. Students not meeting this grade expectation will not be allowed to matriculate in nursing. Students may request readmission only once. Readmission requests are evaluated by a review committee, and consideration is based on ability to succeed in nursing and on the availability of seats in the program.
2. Students must pass both academically and clinically, and must maintain safe practice.
3. Attendance is expected in the classroom, and no more than 10% of clinical days are allowed to be missed.

#### LPN Admissions

1. If an LPN meets the set admission criteria, the first semester may be challenged. The applicant may take the NURS-102 final exam and earn a grade of 77% or higher. A portfolio of all expected clinical work for NURS-102 must also be submitted, and must meet the expected standards of a NURS-102 student.
2. A valid LPN license from the state they currently practice in must be shown.
3. Students must have graduated from an approved/accredited school of practical nursing
4. The fee to take the LPN exam is \$7.50; however, the applicant must pay for the credits assigned to NURS-102, which is \$10 per credit. After payment and successful completion, the transcript will state NURS-102 (8 credits.)
5. The exam may be taken only once.
6. After successful completion of the above criteria, the LPN can be admitted to NURS-202 in the January session.
7. LPNs are given the above consideration based on previous education. An LPN will function as a student nurse in the STCC nursing curriculum, and not as a licensed individual.

Note: Students will be required to take nationally normed tests throughout the curriculum and to make a satisfactory score on such tests. In the last semester of the curriculum, students will be required to take a comprehensive exam and to make a satisfactory score on such an exam prior to taking the NCLEX licensing exam.

Please link to <http://health.stcc.edu> and click to Nursing for more detailed information.

**Clinical rotations** are an integral part of all the Nursing Curriculum. The clinical component is based upon contracts negotiated with area health care facilities. Students must complete clinical assignments as required by each program. The clinical rotations are scheduled according to affiliate and program needs. Students may be required to attend clinical rotation during the evening and/or weekends.

The terms of the affiliation agreements require each student to:

1. Submit a pre-entrance physical examination and record of immunization completed by a licensed physician to the college Health Service for review by the affiliating agency and the college.



**ALL REQUIRED LABORATORY WORK, IMMUNIZATIONS, AND CHEST X -RAYS IN ADDITION TO THE PHYSICAL EXAMINATION MUST BE COMPLETED PRIOR TO THE FIRST DAY OF CLASSES IN THE FIRST SEMESTER. A REPEAT MANTOUX MUST BE DONE BEFORE THE BEGINNING OF THE THIRD SEMESTER. (see Immunization Law)**

All students must be immunized for Hepatitis B or have on file in the college Health Services office a statement of declination.

**The affiliating agency reserves the right to refuse to accept a student for placement who does not meet the Agency standards or who has not been immunized.**

2. Carry a malpractice liability insurance policy. The college will arrange for this insurance coverage. The premium is to be paid by the insured student. Limits of coverage are to be determined by the college. Cost to the student is about \$15.00 per year. This rate is subject to change without notification.
3. Abide by the rules and regulations of the cooperating agencies.
4. Assume the cost of transportation to the clinical agencies and other related expenses such as meals, etc.
5. Fulfill the academic and behavioral competencies established by the program, school, and college.
6. As allowed by law, applicants will be required to pass a CORI (Criminal Offender Record Information) and SORI (Sex Offender Record Information) check.

The college reserves the right to withdraw any student at any time from the Nursing program who cannot be placed in a cooperating agency because of failure of the student to meet or comply with the terms of the affiliation agreement, college or school policy, and/or achieve the behavioral objectives/competencies of the educative event(s).

#### TECHNICAL STANDARDS

The School of Nursing has established a set of specific technical standards which are required in the profession and which are necessary in order to affiliate in the clinical agencies and ultimately practice in the profession. It should be noted that under the Americans With Disabilities Act, "A qualified person with a disability is one who can perform the essential function of a job with or without **reasonable accommodation.**"

The technical standards are not conditions of admission to a program of study. They reflect performance abilities that are necessary for a student to successfully complete the requirements of specified programs.

Prior to enrollment within these schools, each student will be required to sign and return a form indicating that he or she has read and understands the technical standards established for the specific program in which he or she is enrolling.



**SEMESTER 1**

NURS-102	Nursing 1	8
NURS-102L	Nursing Lab 1	
NURS-104	Nursing Freshman Seminar	1
BIOL-132	Anatomy & Physiology 1 *	4
BIOL-132L	Anatomy & Physiology 1 Lab	
PSYC-100	General Psychology	3
ENGL-100	English Composition 1	<u>3</u>
	Total	19

**SEMESTER 2**

NURS-202	Nursing 2	9
NURS-202L	Nursing 2 Lab	
BIOL-232	Anatomy & Physiology 2 *	4
BIOL-232L	Anatomy & Physiology 2 Lab	
PSYC-325	Lifespan Human Growth and Development	<u>3</u>
	Total	16

**SEMESTER 3**

NURS-302	Nursing 3	9
NURS-302L	Nursing 3 Lab	
BIOL-121	Microbiology	4
BIOL-121L	Microbiology Lab	
SOCL-100	Intro. to Sociology	<u>3</u>
	Total	16

**SEMESTER 4**

NURS-402	Nursing 4	9
NURS-402L	Nursing 4 Lab	
NURS-404	Nursing Seminar	1
ENGL-200	English Composition 2: Intro. to Lit.	3
	General Elective	<u>3</u>
	Total	16

Note: All courses must be taken prior to or during the semester as listed above. \* Anatomy & Physiology courses over five years old must be repeated or challenged. Arrangements to challenge are made through the Biological Sciences department chairperson.

Upon successful completion of requirements for the Nursing program, as listed below, the degree of **Associate in Science in Nursing** will be awarded.

## Course Descriptions



Shomari Levy, '08, worked 40 hours a week while going to school, and still found time to help an elderly woman in his building. He says, "You can be successful in life, but you have to give back." Majoring in Finance at Howard University, Shomari is considering going on for a law degree, undoubtedly to continue working hard and helping others.

## Accounting

Students must place into DRDG-092 (reading) or higher and ALGB-081 or ALGB-087 or higher, or be exempt, to be permitted to enroll in any business course. Being enrolled in DWRT-099 (Review for College Writing) does not change this requirement.

### **ACCT-110 — ACCOUNTING 1**

**4 credits**

An introductory course designed to present to the student the concepts and principles of financial accounting. The fundamental techniques of the basic accounting system and the accounting cycle for service and merchandise concerns are examined. Additionally, topics such as specialized journals, cash controls, Sarbanes-Oxley Act, accounts and notes receivable, inventory, current liabilities, property, plant, equipment, and payroll are discussed. Five lecture hours. **PREREQUISITE:** Students must place in DRDG-092 and ALGB-081, ALGB-087 or higher level.

### **ACCT-210 — ACCOUNTING 2**

**4 credits**

This course is designed to complete the study of financial accounting, and to present some of the basic concepts and principles of managerial accounting. The course will cover a limited discussion of partnerships, and a thorough coverage of corporations including formation, issuance of stock, dividend, and related topics. Corporate bond issues, investments, the statement of cash flow, and statement analysis are other topics discussed in the course. Additionally, managerial topics such as manufacturing cost accounting, cost/volume/profit analysis and budgeting will be examined. **PREREQUISITES:** ACCT-110

### **ACCT-310 — INTERMEDIATE ACCOUNTING 1**

**3 credits**

This course is designed to provide the student with a comprehensive study of the Generally Accepted Accounting Principles and a thorough knowledge of the conceptual framework used in preparing general purpose financial statements. The nature, importance, recording procedures, and presentation of the following balance sheet items are systematically examined: cash, receivables, inventories, plant property and equipment, and intangible assets. Ethics and the need for critical thinking will be inter-jested throughout the course. Due to the complexity of the subject matter, four class hours are required to present and review the material. **PREREQUISITE:** ACCT-210.

### **ACCT-311 — COST ACCOUNTING**

**3 credits**

This course provides the student with a study of the concepts, principles, and objectives of cost accounting and cost accounting systems. Discussions will emphasize the job order and process cost accumulation methods, utilizing both actual and standard cost systems within a manufacturing environment. Flexible budgets, operating budgets, price and efficiency variances, and cost/volume/profit analysis will be examined in detail. Other topics to be covered include: job costing for services, activity-based accounting, life cycle costing, Just-In-Time purchasing, and pricing for short and long run. **PREREQUISITE:** ACCT-210.

### **ACCT-312 — MANAGERIAL ACCOUNTING**

**3 credits**

This course provides an introduction to the internal uses of accounting for management planning and control. The point of view will be on the use rather than the construction of accounting data. Areas of study include cost concepts and techniques, cost/volume/profit analysis, master budgeting, relevant cost analysis, and capital budgeting. In addition, one hour a week will be spent in a microcomputer laboratory completing managerial problems using MS Excel. **PREREQUISITE:** ACCT-210.

### **ACCT-313 — INTRO. TO FEDERAL INCOME TAXES**

**3 credits**

This course presents a comprehensive explanation of the Federal tax code and the accepted practice used in applying tax principles in specific areas as they relate to the preparation of returns involving individuals; Massachusetts income taxes as they affect individuals are also reviewed. **PREREQUISITE:** ACCT-210.

### **ACCT-316 — COMPUTERIZED ACCOUNTING**

**3 credits**

This course is designed to enhance the student's knowledge and capability in the accounting field by providing the student with the opportunity to complete all the steps in the accounting cycle using actual accounting software packages. Electronic spreadsheets will be used for analysis and recordkeeping. System design, theory and controls will also be examined. **PREREQUISITE:** ACCT-110, CMPA-160 or CMPA-103.

**ACCT-410 — INTERMEDIATE ACCOUNTING 2**

**3 credits**

This course continues the study of Generally Accepted Accounting Principles and the conceptual framework used in presenting balance sheet items initiated in Intermediate Accounting 1. The nature, importance, recording procedures and presentation of the following balance sheet accounts are examined: current liabilities, long-term liabilities, investments, contributed capital and retained earnings, pension, leases, and income taxes. Additionally, earnings per share and the preparation of the statement of cash flows will be examined. The need for critical thinking and ethics in accounting work will be interjected throughout the course. Due to the complexities of this course, four class-room hours are required to present and review the material. **PREREQUISITE:** ACCT-310.

**BUSN-101 — OFFICE ACCOUNTING 1**

**3 credits**

An introductory course covering the basic structure, concepts and principles of accounting. Emphasis is placed upon the daily record keeping, classification and summarization of the financial information which flows within a service and merchandising sole proprietorship. The accounting cycle including statement presentation is examined along with such areas as cash, receivables, payables, payroll and taxes. Both manual and computerized systems will be explored. (This course is restricted to Office Information Technologies students.) Transfer students should be taking ACCT-110.

**BUSN-106 — MEDICAL ASSISTANT RECORDKEEPING 1 credit**

This course is designed to introduce the medical assistant to the basics of medical office recordkeeping. A brief survey of the methods and procedures of billing, banking, and bookkeeping will be presented.

**BSTS-143 — BUSINESS STATISTICS**

**3 credits**

Descriptive methods of collecting, organizing, analyzing, interpreting, and presenting numerical data are examined. Elementary probability concepts and distributions, sample distributions, and statistical inference are emphasized. **PREREQUISITE:** ALGB-093, ALGB-097, or math placement of MATH-101.

Courses will be offered subject to sufficient enrollment.

## Anthropology

(See Sociology)

## Arabic

**ARBC-120 — ELEMENTARY ARABIC 1**

**3 credits**

This course introduces students to the Arabic language. Students will learn the Arabic alphabet and phonetic and writing systems. The basics of reading, writing, listening comprehension, and speaking will be covered. Students will acquire common vocabulary, including greetings and other expressions in this class. Students will also explore the culture and customs of the Arabic-speaking countries, and their influences worldwide. Classes are conducted in Arabic as much as possible. **PREREQUISITE:** Placement at ENGL-100.



**ARBC-220 — ELEMENTARY ARABIC 2****3 credits**

This course is a continuation of Elementary Arabic 1. Students continue to build vocabulary and strengthen listening comprehension and conversational skills. Students are introduced to basic grammar in this course and continue to develop basic reading and composition skills. Students continue to acquire knowledge of the culture and traditions of the Arab world and its influences worldwide. Classes are conducted mostly in Arabic. **PREREQUISITE:** Successful completion of ARBC-120 with a grade of C or higher, its equivalent at another college or university, one year of high school Arabic, and/or placement at ARBC-220, or permission of instructor.

## Art

**ARTS-115 — COMPUTING IN THE ARTS****3 credits**

This beginning computer course is for people who want to use the computer creatively in the fine arts. Three principal modes of producing computer images: bit-mapped graphics, object-oriented graphics, and image scanning - are introduced. Students use procedures-based programming to generate visual images, list processing for linguistic experimentation, and desktop publishing to explore layout and composition. Sound generation techniques are introduced. This is a lab/studio course taught on a network of Macintosh computers. **PREREQUISITE:** None.

**ARTS-140 — ART HISTORY: PREHISTORIC TO GOTHIC 3 credits**

Art History is a survey of the major visual arts of the western world: architecture, painting and sculpture of the Paleolithic Era, Ancient Egypt and Mesopotamia, the Aegean, Greece and Rome, Early Christianity and Islam, the Romanesque and Gothic periods. The course is designed to help the student to understand the impulse behind the key monuments in the history of western art. Three in-class hours weekly. **PREREQUISITE:** None. Honors component available.

**ARTS-142 — PAINTING 1****3 credits**

Easel painting in oils. Based on elementary understanding of the physical properties of oil medium, the course will emphasize individual expression within the framework of instruction in technical development, principles of pictorial composition and elements of visual representation. The main course objective is to increase students' sophistication toward aesthetic concerns and pictorial content while developing technical skills. No previous art background is required. Three lecture and two studio hours weekly.

**ARTS-143 — PRINTMAKING 1****3 credits**

Basic study of materials, techniques and aesthetic consideration peculiar to relief printmaking. Includes a special segment on producing monotypes and monoprints from intaglio plates and woodblocks. Students will create a series of prints using these techniques and will develop an understanding of the printmaking process in general by studying historical and contemporary prints. No previous art background is required. Three in-class and 3 lab hours weekly.

**ARTS-145 — FIGURE DRAWING****3 credits**

The primary focus of this course is the study of the human figure as a vehicle for clarifying both perception and expression. A primary course objective is the acquisition by the student of a sense of evaluative process inherent in making and viewing art works in various drawing media. Basic drawing helpful, but not a prerequisite. Five in class hours weekly.

**ARTS-146 — DESIGN: INTRODUCTION TO ART****3 credits**

A studio workshop course which teaches the basic concepts in two-dimensional design, providing the foundation needed to understand and produce significant drawings, paintings, prints, and graphic expressions. Working in collage, students' complete projects emphasizing the plastic elements individually (line, shape, texture, etc.) and the aesthetic principles (rhythm, balance, unity, etc.) Main objectives of the course include establishment of a sophisticated art vocabulary, understanding of color theory, and the perception of spatial phenomena in their varied forms on two-dimensional surfaces. No previous art background is required. Five in-class hours weekly.

**ARTS-147 — BASIC DRAWING****3 credits**

An introduction to a variety of drawing materials, techniques, and concepts. Emphasis is placed on developing each student's individual drawing strengths and making the student critically aware of the aesthetic soundness of a wide range of drawings, as each fulfills a different, expressive impulse. No previous art background is required. Three lecture and two studio hours weekly.

**ARTS-149 — DRAWING COMPOSITION****3 credits**

Drawing will be approached as a basis of composition and training in observation. Emphasis will be placed on developing perceptual awareness and critical self-evaluation as means toward growth in one's abilities in visual self-expression. Students will be encouraged to explore areas of individual strengths and interests. PREREQUISITE: ARTS-147 or permission of instructor; CO-REQUISITE: ARTS-149L

**ARTS-150 — INTRODUCTION TO PHOTOGRAPHY****3 credits**

An introduction to still photography using conventional and digital cameras, this course is designed as an overview of the principles, methods, and aesthetic considerations employed by the photographer. Contemporary applications used by commercial and fine arts photographers, as well as historical precedents will be addressed through weekly lectures and critiques of student work. Students are required to have access to their own 35mm manually-operated camera. Digital cameras will be provided for projects requiring their use. Students will be required to purchase film and pay for processing costs. PREREQUISITE: None

**ARTS-152 — PHOTOGRAPHY 2****3 credits**

A continuation of ARTS-150 with an emphasis on black and white photographic techniques. Topics include darkroom practices, and contemporary photography and its application; development of personal style will also be included. Lecture five hours. PREREQUISITE: ARTS-150

**ARTS-160 — DIGITAL WORKSHOP****3 credits**

This is a project-based class which teaches fundamentals of visual design and its relationship to written language and to mathematics. Students use digital cameras for gathering images. They learn how to bring digital images into the computer, how to manipulate these digital images, and how to produce processed images in both hard (print) and soft (digital) format. They become competent computer users, learning about file management, input, and output. Because this course is designed to help students use digital imagery to develop themes from English and math classes, students will maintain a journal/sketch book as a working record throughout the course. They will present their final projects in a web-based digital portfolio. This is a three-credit college-level course which meets for three hours each week. Because of intensive computer use, extra time in open lab will be available for student project work. PREREQUISITE: STCC START students.

**ARTS-215 — DIGITAL ARTS****3 credits**

Individual student projects will be the focus of this course. Fundamentals of multimedia presentation will be taught, stressing use of the computer as a presentation tool. Designing in their chosen medium, students will create interactive autobiographies. Each student will formally present his/her work to classmates for discussion and critique. Self-confidence and self-reliance are stressed.

PREREQUISITES: ENGL-100, ARTS-115

**ARTS-220 — HISTORY OF PHOTOGRAPHY****3 credits**

History of Photography is an introductory course that will present students with an historical overview of the aesthetics and technology of photography, and how these developed. Students will also be exposed to the elements and principles of relating to photography. This course will include biographical material on photographers from the mid-18th century to the present. PREREQUISITE: ENGL-100

**ARTS-240 — ART HISTORY: RENAISSANCE AND BAROQUE** 3 credits

A survey course in the major visual art expressions of Western man, covering the Late Gothic period in painting; and the Renaissance, Baroque and Rococo art in Italy, Germany, France, Spain, Flanders, Holland, and England. Emphasis is placed upon understanding the impulse behind man's artistic expression and the link between the paintings, sculpture, and architecture of each area and the culture in which they were produced. Art History 1 is not a prerequisite. Three in-class hours weekly. Honors component available.

**ARTS-242 — PAINTING 2**

3 credits

Painting 2 is a continuation of Painting 1 offering the student the opportunity to explore a variety of media and techniques in painting. Students must explore a variety of spatial concepts used by the painter, working the problems presented as the course content into their own framework of artistic direction. **PREREQUISITE:** Painting 1 or permission of the instructor. Three lecture and two studio hours weekly.

**ARTS-243 — PRINTMAKING 2**

3 credits

A continuation of Printmaking 1 with more advanced problems in technique and color process. Emphasis is placed on the development of individual direction. Three in-class and 3 lab hours weekly. **PREREQUISITE:** Printmaking 1 or permission.

**ARTS-246 — BASIC DESIGN 2**

3 credits

A basic course intended to introduce the student to design and design principles, with a particular emphasis on color techniques, color theory, and the use and application of color in and for design. Six hours of lecture. **PREREQUISITE:** ARTS-146

**ARTS-315 — 3D DESIGN**

3 credits

A studio workshop course designed to introduce the students to basic concepts in three-dimensional design and sculpture. This course is intended to provide the aesthetic and technical foundations needed to produce works of sculpture. Emphasis will be placed on problem-solving, planning, and constructing three-dimensional art in various materials while exploring traditional and non-traditional possibilities of visual expression through three-dimensional formats.

**ARTS-346 — HISTORY OF MODERN ART**

3 credits

An historical and analytical study of the major art movements in Europe and America during the late 19th and early 20th centuries. Detailed discussion and analysis of major artists and works of art from Romanticism to the present. This course will study such artists as Goya and David through the impressionists and post-impressionists. The course will survey painting, sculpture, photography, and architecture of the late 19th and early 20th centuries.

**ARTS-360 — EXPERIMENTAL COMPUTER IMAGING 1**

4 credits

This lab/studio course integrates the computer into the creative process of image production. Students use the computer to produce transformations of digitized images of themselves. They learn to create abstract designs based on natural images, and construct whole images from pieces.

**ARTS-460 — EXPERIMENTAL COMPUTER IMAGING 2**

4 credits

Students will develop a portfolio of computer-generated images using techniques used in ARTS-360. **PREREQUISITE:** ARTS-360.

**ARTS-902; ARTS-903; ARTS-905 — DIRECTED STUDY IN ART** variable credit

Projects for advanced individual study by special arrangement with the instructor and approval of the Department and Division Chairpersons, the Academic Dean, and the Registrar. Students are expected to demonstrate willingness and ability to work on their own with minimal assistance.



## Automotive Technology

### **AUTO-109 — INTRODUCTION TO AUTO SERVICE**

**3 credits**

Focuses on the safe use of shop tools and equipment in the service department and environmental concerns associated with proper disposal of hazardous waste. Routine preventative maintenance procedures such as fluid/filter changes, belt replacement, tire dismount/mount, thread repair, wheel balancing, brake bleeding/adjusting and safety inspections will be demonstrated and practiced. Safety will be emphasized using oxygen/acetylene torches, grinding/wire wheels, hydraulic floor jacks, vehicle hoists, drills and related power tools. Instruction will be given in reading micrometers/electrical schematics, fastener selection and soldering wire connections. Two lecture hours. PREREQUISITE: None

### **AUTO-112 — ELECTRICAL SYSTEMS**

**3 credits**

This course combines lecture and laboratory hands-on activities focusing on the fundamentals of automotive electrical systems. Emphasis will be placed on direct current electricity, series and parallel circuits, power distribution, electrical measuring devices, and schematics reading. The course covers the operation, testing, and repair of starting and charging systems as well as a concise diagnostic approach to repairing automotive wiring concerns. Two lecture and three lab hours. PREREQUISITE: ALGB-081 or placement in higher level mathematics.

### **AUTO-113 — CLIMATE CONTROL**

**3 credits**

Emphasis is placed on the theory, operation, maintenance, and repair of manual, automatic, and electronic automatic temperature control systems, dual zone climate and auxiliary systems. Diagnostic assignments using refrigerant recovery and recharging equipment on laboratory vehicles provide practical experience while reinforcing safety and environmental considerations. Electronic engine controls that are integrated in the climate control system are also covered and diagnosed. Two lecture hours. CO-REQUISITE: AUTO-112

### **AUTO-115 — BRAKE SYSTEMS**

**3 credits**

This course covers the design, construction, and operation of various disc and drum brake systems for both cars and light trucks. Also covered in the lecture is the theory, operation and diagnosis of various brake system components such as calipers, wheel cylinders, metering valves, proportioning valves, master cylinders, vacuum and hydraulic brake boosters. Machining and measuring drums and rotors is practiced using modern equipment such as on-car brake lathes. System diagnosis, service, bleeding and adjustment techniques are included and practiced in the lab while the students perform actual brake jobs. Operational and diagnostic procedures of four-wheel antilock brake systems, traction control systems, Advanced Trac and stability assist systems will be provided. Two lecture and three lab hours. PREREQUISITE: None CO-REQUISITE:AUTO-112

### **AUTO- 200 — STEERING AND SUSPENSIONS**

**3 credits**

This course focuses on the most up-to-date electronic computer-controlled systems used to monitor engine operating efficiency and emission compliance control devices. This is a course that the student will concentrate on drivability concerns that may or may not put on a CHECK ENGINE light or generate a diagnostic trouble code. These are some of the most challenging concerns to diagnose. Emphasis is placed on PCM strategy, and on the servicing and diagnosis of such systems as electronic distributorless ignition, coil on plug ignition, sequential fuel injection, air control, EGR systems, oxygen sensors, fuel trim tables and multiplexing as they relate to engine performance and drivability. Two lecture and three lab hours. PREREQUISITE: AUTO-109, AUTO-112 CO-REQUISITE: AUTO-200L

### **AUTO- 210 — GASOLINE ENGINE SERVICE**

**3 credits**

This is a classroom and laboratory study of the principles of the four-stroke internal combustion engine involving construction, operation, identification of engine systems, trouble shooting, noise analysis, and overhaul techniques. The hands-on portion of the course will encompass engine



disassembly, cleaning, inspection, measuring tolerances, servicing, and reassembly. Diagnosis of base engine drivability concerns using vacuum, compression, and leak down gauges is practiced during lab. Scan tools are also used to help isolate base engine concerns. Two lecture and two lab hours. PREREQUISITE: AUTO-109, AUTO-112

**AUTO-212 — AUTOMOTIVE ELECTRONIC SYSTEMS 3 credits**

Advanced topics such as automotive microcomputer systems, including electronic engine control, electronically-controlled transmissions, climate control, variable steering, active suspension, supplemental air bag, keyless entry, and electronic instrumentation (message center, tripminder, fuel computer) will be studied in detail. PREREQUISITE: AUTO-112

**AUTO-214 — ADVANCED CONTROL SYSTEMS 3 credits**

This course focuses on the most up-to-date electronic computer-controlled systems used to monitor engine operating efficiency and emission compliance control devices. This is a course that the student will concentrate on drivability concerns that may or may not put on a CHECK ENGINE light or generate a diagnostic trouble code. These are some of the most challenging concerns to diagnose. Emphasis is placed on PCM strategy, and on the servicing and diagnosis of such systems as electronic distributorless ignition, coil on plug ignition, sequential fuel injection, air control, EGR systems, oxygen sensors, fuel trim tables and multiplexing as they relate to engine performance and drivability. Two lecture hours and three laboratory hours. COREQUISITE: AUTO 210 and AUTO 212

**AUTO-250 — DIESEL ENGINE OPERATIONS 2 credits**

A classroom and laboratory study of the basic operation principles and construction of the diesel engine. Objectives of this course are to provide the student with diesel engine and powertrain control system operation and diagnostic procedures. Laboratory exercises include evaluating worn or failed components and determining the cause/effect relationship on engine performance. PREREQUISITE: AUTO-210

**AUTO-340 — STEERING AND SUSPENSIONS 3 credits**

This is a comprehensive classroom and laboratory study of the design, construction, and operation of front and rear wheel drive suspension systems, steering systems, wheel alignment angles, and wheel balancing. Laboratory exercises will stress noise vibration, harshness and steering drivability concerns related to these systems. State of the art HUNTER alignment and tire equipment, and an Electronic Vibration Analyzer are used throughout the semester in the lab. Electronic steering and electronic suspension operation and diagnosis using laboratory vehicles will be included. Two lecture and three laboratory hours. PREREQUISITE: AUTO-109, AUTO-112

**AUTO-350 — TRANSMISSION AND TRANSAXLE 1 3 credits**

The operation, diagnosis, and repair of the modern front and rear wheel drive automatic transmission will be studied in a classroom/laboratory format. Instruction in hydraulic controls, mechanical operation, and electronic diagnosis is emphasized. Students participate in the removal, disassembly, overhaul and reassembly of fully-operational transmissions in laboratory vehicles. PREREQUISITE: AUTO-212

**AUTO-450 — TRANSMISSION AND TRANSAXLE 2 3 credits**

This course covers the operation and diagnosis/repair of manual transmissions/ transaxles, clutches, drive shafts, differentials, halfshafts, and final drives. Transfer case and four-wheel drive systems components, operation, and diagnosis are also discussed in detail, with emphasis on hands-on participation. Presents the students with a systematic, diagnostic, logical problem-solving approach to complex systems. Reinforces the importance of using the library of Ford repair and diagnostic manuals available, including online automotive service information system (OASIS), electronic service publications, and the worldwide diagnostic system (WDS). Reinforces the importance of clean, organized working habits in all facets of service-related areas. PREREQUISITE: AUTO-212

## Biological Sciences

**BIOL-090 — BASIC BIOLOGICAL SCIENCE****4 credits**

An interdisciplinary, entry-level course in biology. Critical thinking skills are reinforced in both reading and lab-based science areas. The basic and integrated process skills employed by scientists are developed to prepare the student for college-level science experiences. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: None

**BIOL-100 — NATURAL SCIENCE FOR EARLY CHILDHOOD EDUC.****4 credits**

This course is designed to provide a basic background in zoology, botany, ecology, and environmental science. The course is designed to provide potential pre-school teachers the science foundation necessary to develop programs for their students. The class meets for four hours of lecture per week. CO-REQUISITE: BIOL-100L

**BIOL-102 — PRINCIPLES OF BIOLOGY 1****4 credits**

Principles of Biology is an introductory course designed to meet the needs of the student who has no background in chemistry or biology. This is the first part of a two-semester presentation of the basic concepts of life science for the transfer student who does not wish to major in science, and for the health career program candidate for whom biology is a prerequisite. The first semester provides an introduction to fundamental biological concepts including: the modern concept of life, the structure and function of cells, biochemistry, cell reproduction, patterns of inheritance, and modern cell theory. PREREQUISITES: completion of ARTH-073 or ARTH-078 (or placement above), and DRDG-091 (or placement in DRDG-092 or above).

**BIOL-104 — HUMAN BIOLOGY 1****4 credits**

This biology course, required for and restricted to the Medical Assistant program, provides a basic knowledge of the structure and function of the human body. It integrates the study of anatomy and physiology with basic chemistry and microbiology, and diseases related to malfunctioning of these systems. Units studied include chemistry; cells; tissues; microbiology; and skeletal, muscle, and nervous systems; accompanied by appropriate laboratory studies and procedures. PREREQUISITE: None

**BIOL-106 — BIOLOGY 1****4 credits**

Geared to the prospective science major, the first semester of this course provides an introduction to the methods of science followed by a discussion of the molecular basis of biology and the architecture of cells and tissues. Consideration is then given to the central energy pathways—cellular respiration and photosynthesis. An in-depth coverage of cellular reproduction, classical and molecular genetics follows. PREREQUISITE: High School chemistry and biology or permission of the instructor. Honors component available.

**BIOL-108 — GENERAL BOTANY****4 credits**

Examines basic botanical concepts with the emphasis on vascular plant anatomy, physiology, reproduction and ecology. Fungi, non-vascular and seedless vascular plants will also be examined. Three lecture and three lab hours. Required for the Landscape Design and Management Technology program, but open to all students. PREREQUISITE: None

**BIOL-109 — BIOLOGY OF MAN 1****3 credits**

This course is designed to meet the needs of the student who has no background in biological science. Basic biological concepts are presented with emphasis on the human body. This is a one-semester course, restricted to Spanish-speaking students, for those who require 3 credit hours in a non-laboratory science.

**BIOL-113 — FUNDAMENTALS OF ENVIRONMENTAL BIOLOGY****4 credits**

This is a four-credit lab course designed to meet the needs of the non-science major. The first half of the course introduces basic ecologic principles such as energy flow through ecosystems, food webs, nutrient cycling, population growth and natural selection. The second half of the course addresses many of the environmental problems currently facing humans. Topics discussed include human population dynamics, natural resource consumption, loss of biological diversity, deforestation, habitat loss, endangered species, climate change, and environmental laws. PREREQUISITE: None

**BIOL-121 — MICROBIOLOGY****4 credits**

A basic study of microorganisms, their structure, growth processes, and control. The concepts of infection, immunity and hypersensitivity precede the survey of the microbiology of major infectious diseases. The course meets for three hours of lecture and three hours of laboratory per week. PREREQUISITES: High school chemistry and biology. Honors component available.

**BIOL-128 — EXPLORATION OF SCIENCE TEACHING****1 credit**

A one-credit course designed to allow the student an opportunity to explore science teaching. Weekly 50-minute meetings provide the student with opportunities to discuss science teaching, and to prepare for classroom observations and a teaching activity. Students will be required to prepare a portfolio based on their experiences. PREREQUISITE: BIOL-102 or BIOL-106 or permission of the instructor.

**BIOL-132 — ANATOMY & PHYSIOLOGY 1****4 credits**

A comprehensive study of the structure and function of the human body, to serve as a background for the application of scientific principles in both everyday life and the work of various health disciplines. Laboratory practice includes the study of tissues by using microscopic examinations and the dissection of animal specimens, along with physiological experimentation. Units covered are concerned with general introductory material, the skeleton, muscles and the nervous system. PREREQUISITES: High school biology and chemistry. Honors component available.

**BIOL-136 — APPLIED PHYSIOLOGY****4 credits**

This course takes various concepts in human physiology and by a lecture-laboratory approach the physiological principles are explained and illustrated by laboratory experience and clinically oriented tests. The instrumentation and methodology used in studying physiology and making clinical evaluation are emphasized. Aspects of the cardiovascular, respiratory, excretory, immune and nervous systems are investigated in this course. PREREQUISITE: Biology.

**BIOL-140 — BIOCHEMISTRY****3 credits**

An introduction to biochemical principles. Emphasis is on the major metabolic pathways, the mechanisms of enzyme action, bioenergetics and the role of hormones and other regulatory substances. PREREQUISITES: high school biology and chemistry

**BIOL-142 — NUTRITION****3 credits**

Application of nutrition principles in the planning, selection and preparation of foods to meet one's physical, social and economic needs. Discussion of current issues such as vegetarianism, health foods, fad diets, weight control, food additives/preservatives, nutrition labeling, stretching the food dollar, and safe food handling will be presented. PREREQUISITES: High school biology and/or chemistry.

**BIOL-143 — FUNDAMENTALS OF ANATOMY & PHYSIOLOGY I****3 credits**

This course outlines the organization of the human body from the single cell to the coordinated whole, with emphasis on the interaction of all body systems. Special attention is paid to clinical and pathological conditions, and an extensive vocabulary of medical terminology will be incorporated. RESTRICTED TO OFFICE INFORMATION TECHNOLOGIES.

**BIOL-146 — ESSENTIALS OF HUMAN BIOLOGY I****3 credits**

This course will present an overview of human anatomy and physiology with an introduction to microbiology. Interaction of all body systems is discussed with emphasis on those topics relating



## BIOLOGICAL SCIENCES

to Cosmetology. Specific topics included are cell structure, tissues, and the skeletal, muscular, and nervous systems. PREREQUISITE: None. RESTRICTED TO COSMETOLOGY.

### **BIOL-148 — BASICS OF ANATOMY AND PHYSIOLOGY 4 credits**

This one-semester course combines a series of lectures and laboratory work designed to provide a student with a basic understanding of the structure and function of the human body. It is designed to meet the needs of students with no background in chemistry or biology but who wish to gain a general knowledge in this area. Basic chemistry, cell and tissue structure, and all body systems will be studied, with appropriate laboratory work. A lab is required with this course. PREREQUISITE: None

### **BIOL-202 — PRINCIPLES OF BIOLOGY 2**

**4 credits**

This course continues Principles of Biology 1 and examines energy in living systems, genetics, and evolution. The first portion examines how the process of reproduction mixes genes and creates the incredible genetic diversity we see around us. The course then concludes with evolution. Students are encouraged to draw their own conclusions as they study the evidence for evolution, the origin of the earth, and the evolution of microbial life. Primate evolution is also examined. Laboratory activities, class discussion, and written assignments encourage students to integrate and critically assess these important contemporary scientific concepts. This is a transferable course for non-science majors. PREREQUISITE: BIOL-102.

### **BIOL-204 — HUMAN BIOLOGY 2**

**4 credits**

As a continuation of Human Biology 1, this course includes the study of special sense organs, and endocrine, circulatory, digestive, respiratory, urinary and reproductive systems. Laboratory procedures are stressed in hematology, the cardiovascular system, and the urinary system, accompanied by dissection of appropriate animal specimens and microscopic studies. PREREQUISITE: BIOL-104.

### **BIOL-206 — BIOLOGY 2**

**4 credits**

A continuation of Biology 1 in which the general morphology and physiology of representatives from all the major kingdoms are discussed. Considerable attention is given to the study of the vascular plant body and vertebrate systems.

PREREQUISITE: BIOL-106. Honors component available.

### **BIOL-209 — BIOLOGY OF MAN 2**

**3 credits**

This second semester is a continuation of BIOL-109. Certain concepts covered in the first semester are expanded in order to gain an understanding of the human body and man's interaction with his environment, while others are examined on a molecular level to comprehend the cellular approach to modern biology. This course will benefit those students going into the health fields, especially those taking Anatomy & Physiology or Human Biology in the future. Topics include: biochemistry, human anatomy and physiology, reproduction and development, genetics, evolution, and ecology. PREREQUISITE: BIOL-109.

### **BIOL-213— FUNDAMENTALS OF ENVIRONMENTAL BIOLOGY 2**

**4 credits**

This course is designed to meet the requirements for students enrolled in the Wastewater Treatment program, as well as students requiring a second-semester lab science course. Topics discussed in lecture and lab include biological diversity, threats to biological diversity, habitat fragmentation and degradation, invasive species, environmental laws, conservation priorities, reserve design, and the values that humans assign to biological diversity. The course meets for three hours of lecture and three hours of lab per week. PREREQUISITE: BIOL-113, COREQUISITE: BIOL-213L

### **BIOL-220 — CONTEMPORARY HUMAN BIOLOGY**

**4 credits**

This course is a topics course with a heavy emphasis on current happenings in the health and medical fields. The heart, vascular system, immune system, respiratory system, digestive system, muscular system, reproductive system, genetics and embryology are explored and highlighted with a study of how nutrition, exercise, heredity, disease, and other environmental factors can affect their normal functioning. This is a four-credit biology course designed for non-majors. PREREQUISITE: BIOL-102



**BIOL-232 — ANATOMY & PHYSIOLOGY 2****4 credits**

A continuation of Anatomy & Physiology 1 concentrating on circulatory, respiratory, digestive, urinary, endocrine, and reproductive systems. Laboratory sessions are included. Emphasis is placed on association, correlation, critical thinking and overview of the body as a whole. **PREREQUISITE:** Anatomy & Physiology 1 (BIOL-132) with a C- or better. Honors component available.

**BIOL-243 — FUNDAMENTALS OF ANATOMY & PHYSIOLOGY 2****3 credits**

This is a continuation of BIOL-143, RESTRICTED TO OFFICE INFORMATION TECHNOLOGIES

**BIOL-320 — HISTOLOGY****4 credits**

A study of the microscopic anatomy of cells, tissues, and organs as related to function. Emphasis is on mammalian systems. Discussion of microtechnique, electrophotomicroscopy, and tissue culturing will be introduced. **PREREQUISITES:** Biology (BIOL-106, BIOL-206); or Anatomy & Physiology (BIOL-132, BIOL-232); or Human Biology (BIOL104, BIOL-204); or permission of instructor. Contingent upon enrollment of 12 or more students Offered Spring Semester in alternating years

**BIOL-340 — SECTIONAL ANATOMY****3 credits**

An examination of human topical and sectional anatomy to enable the student to identify the structures seen in each plane and to relate any portion of the anatomy to the body as a whole. Emphasis will be placed on anatomy correlation to medical imaging. **PREREQUISITES:** BIOL-132 and BIOL-232 or BIOL-148

**BIOL-350 — EMBRYOLOGY****4 credits**

This course will expose the student to the fundamental growth processes and mechanisms that govern normal growth and development in starfish, frog, chick, and pig embryos. Emphasis will be placed on the development of major organs and organ systems and how these systems develop into normal adult structures. Laboratory experiments, models and slides will be used to reinforce the basic principles of normal development and thus provide a basis for the discussion of abnormal development. **PREREQUISITES:** Biology (BIOL-106, BIOL-206); or Biology (BIOL-102, BIOL-202); or Anatomy & Physiology (BIOL-132, BIOL-232), or permission of instructor. Contingent upon enrollment of 12 or more students Offered alternate Spring Semesters

**BIOL-351 — CELL BIOLOGY****4 credits**

This course provides an exploration into the structure, functions, and specializations of the cell. The lectures delve into how the cellular components provide for the diverse functions of cells. The concepts discussed include regulation of membrane permeability, enzyme function, second messenger systems, protein synthesis and modifications, specialized cells such as neurons, and cancer cells. The laboratory portion exposes students to current research techniques including histology, ion-exchange chromatography, SDS -PAGE, Western blotting, cell culture, and immunocytochemistry. **PREREQUISITES:** BIOL-106, CHEM-103.

**BIOL-360 — GENETICS****4 credits**

An introduction to the principles of classical, molecular, population and evolutionary genetics. The history and development of the field of genetics, Mendel's contributions, the molecular and chromosomal basis of inheritance, meiosis and probability theory are highlighted along with gene mapping, variation in inheritance patterns, DNA mutation and repair, and the genetics of cancer and human disease. Modern genetic technologies and their everyday applications are also discussed. Laboratory experiments are designed to complement and demonstrate the major concepts presented in lecture. **PREREQUISITES:** BIOL-106 and CHEM-101. Honors component available.

**BIOL-900 — DIRECTED STUDY IN THE BIOLOGICAL SCIENCES variable credit**

Semester hour credit will vary from one to four, depending upon the written, agreed upon, approved, student/professor contract. **PREREQUISITE:** Permission of instructor.

**BIOT-151 — INTRODUCTION TO BIOTECHNOLOGY****1 credit**

This course provides a general introduction to the field of biotechnology. Research trends and methodologies currently exploited within the field are discussed along with the impact these

endeavors may have on the quality of life. Discussion focuses primarily on current news topics, and expands into the ethics of various contemporary biotechniques such as cloning, genetic engineering, and genetic testing. Students are expected to participate in classroom discussions, simulations, and debates. **PREREQUISITE: NONE**

**BIOT-197 — COOPERATIVE EDUCATION IN BIOTECHNOLOGY****3 credits**

The cooperative education program in biotechnology allows students the opportunity to participate in paid or voluntary employment within the biotechnology industry. The program involves the merging of biotechnology education and industry to prepare students for employment following graduation from the biotechnology program. Students approved for participation in the cooperative education program will routinely attend classes in the morning and work in their job assignment in the afternoon. Minimum requirements for participation include: 2.5 GPA, presently enrolled in 3rd or 4th semester, and approval of the Director of Cooperative Education. A learning contract, approved by the industry supervisor and the Director of Cooperative Education, will be developed between the student and the faculty coordinator. The student will be responsible for setting up routine reviews of his or her work with the faculty coordinator which will provide the basis for grading at the end of the semester.

**BIOT-210— QUALITY CONTROL FOR BIOTECHNOLOGY MANUFACTURING****3 credits**

This course covers the evolution, current trends, and future direction of U.S. FDA regulatory requirements governing the manufacturing and testing of pharmaceuticals, biopharmaceuticals, and medical devices. Topics including the history of Good Manufacturing Practice (GMP) regulations, GMP requirements for buildings/facilities/ equipment and control systems used in production and laboratories will be covered. Specific topics detailing FDA expectations for documentation (SOPs and Production Batch Records) will also be reviewed.

**BIOT-251 — BIOTECHNOLOGY****4 credits**

An in-depth introduction to the field of biotechnology, designed to familiarize students with research and production techniques commonplace within the biotechnology industry. This course provides students with a strong understanding of the philosophical principles underlying each technique and establishes a scientific foundation upon which future techniques can easily be learned. The laboratory portion of the course reinforces material discussed in lecture and offers hand-on experience with contemporary protocols in an industry setting. Students also become familiar with many electronic technologies routinely used in biotechnology including the use of computer databases and the Internet. **PREREQUISITES:** BIOL-106, BIOL-206, CHEM-103, CHEM-203, BIOL-360 or permissions of instructor.

**BMDL-120 — INTRODUCTION TO BIOMED****3 credits**

Transducers used for temperature, pressure, and flow measurements are discussed along with related concepts in physics. Effort is concentrated on such topics as sensitivity, resolution, recordability, linearity and accuracy, with reference to the above transducers. Although not a prerequisite, knowledge of the algebra of linear equations and exponential functions, as well as elementary trigonometry will be helpful.

## Biotechnology

(See Biological Sciences)

## Business Administration

(See also Accounting, Finance, Management, Marketing)

## BUSINESS, GENERAL

Students must place into DRDG-092 (reading) or higher and ALGB-081 or ALGB-087 or higher, or be exempt, to be permitted to enroll in any business course. Being enrolled in DWRT-099 (Review for College Writing) does not change this requirement.

### **BUSN-101 — OFFICE ACCOUNTING 1**

**3 credits**

An introductory course covering the basic structure, concepts and principles of accounting. Emphasis is placed upon the daily record keeping, classification and summarization of the financial information which flows within a service and merchandising sole proprietorship. The accounting cycle including statement presentation is examined along with such areas as cash, receivables, payables, payroll and taxes. Both manual and computerized systems will be explored. (This course is restricted to Office Information Technologies students.) Transfer students should be taking ACCT-110. Three lecture hours.

### **SMBE-112 — SMALL BUSINESS MARKETING**

**3 credits**

The various aspects of the marketing function will be tailored to the small business organization. This course is designed to teach students sales techniques, sales forecasting, and territorial structuring. In addition, the marketing mix of product or service, various types of advertising and sales promotion, place and distribution including site and strategies will be evaluated. PREREQUISITE: None

### **SMBE-125 — INTRODUCTION TO ENTREPRENEURSHIP 3 credits**

This course is designed to introduce students to the entrepreneurial process from conception to birth of a new venture. Students will examine elements in the entrepreneurial process — personal, sociological, and environmental — that give birth to a new enterprise. Critical factors for starting a new enterprise such as alternative career prospects, family, friends, role models, the state of the economy and the availability of resources will be explored. Students will be introduced to practical tools they can use to further their careers in business, both in entrepreneurship and in more traditional company environments. This course simulates the experiences that entrepreneurs undergo in conceiving, launching, and operating new businesses. The course enables students to evaluate an entrepreneurial career for themselves. In doing so, it provides want-to-be entrepreneurs with a framework for selecting, funding, and starting their own new ventures. PREREQUISITE: None

### **SMBE-343 - SMALL BUSINESS SEMINAR**

**3 credits**

This course is designed to expose the student to the challenges of starting, operating, and evaluating the effectiveness of the small business. Major topics studied include entrepreneurial opportunities, the preparation of a business plan, small business marketing, and the management of small business operations. Financial and administrative controls will be emphasized. The course will be outlined and taught on a case study basis to apply the principles and techniques to the corresponding cases in the text. Three lecture hours. PREREQUISITES: ACCT-110, SMBE-112, FINC-110 and MANG-110

### **SMBE-440 - ENTREPRENEURIAL FIELD STUDIES**

**3 credits**

In this course students will apply their small business knowledge to a real situation. Students will work individually or in a group of no more than three on a significant entrepreneurial project. The curriculum focuses the student on specific concepts, expertise and skills that are the key to successful business start-ups. A typical project involves problem definition, development of the teamwork plan, completion of research and analysis, derivation of conclusions and recommendations, possibly some implementation, and generation of a final report. This course



is based on the concept of balanced mentorship, which benefits both student and the entrepreneur mentor. Students will be assigned to a start-up firm or a firm developing at a business incubator (STCC's Springfield Enterprise Center.) Three lecture hours. PREREQUISITE: SMBE-112, SMBE-125, ACCT-110, MANG-110, MANG-335. Restricted to Entrepreneurship majors.

Courses will be offered subject to sufficient enrollment.

## BUSINESS LAW

Students must place into DRDG-092 (reading) or higher and ALGB-081 or ALGB-087 or higher, or be exempt, to be permitted to enroll in any business course. Being enrolled in DWRT-099 (Review for College Writing) does not change this requirement.

### **BLAW-312 — LEGAL ENVIRONMENT OF BUSINESS**

**3 credits**

This course introduces the student to the legal environment as it affects new and small businesses. The course will cover areas of the law such as business forms and formation, contracts, and the uniform commercial code, intellectual and other property rights, the employment relationship, insurance, and other topics intended to aid students in understanding their rights and obligations under the law.

PREREQUISITE: ENGL-100.

### **BLAW-314 — BUSINESS LAW ESSENTIALS**

**3 credits**

The primary purpose of this course is to help the student develop an understanding of the legal environment as it affects businesses and business transactions, and to help provide the student with the critical thinking skills needed to make sound business decisions. The course will deal with such areas as our legal system, contracts and sales, business forms and formation, torts, property rights, and the employment relationship. PREREQUISITE: ENGL-100

*Courses will be offered subject to sufficient enrollment.*

## Chemistry

### **CHEM-101 — SURVEY OF CHEMISTRY 1**

**4 credits**

This course can satisfy the science requirement for non-science majors. A survey of topics in inorganic chemistry including: problem-solving strategies with emphasis in the use of dimensional analysis (conversion factors); atomic and molecular structure; periodic properties; stoichiometry; gas laws; acid-base behavior; solutions; nomenclature; chemical bonding; and Lewis structures. Three one-hour lectures and one three-hour lab per week. PREREQUISITE: ALBG-083 or ALGB-087 or equivalent.

### **CHEM-103 — GENERAL CHEMISTRY 1**

**4 credits**

This course is for science majors, engineers, or students transferring to pre-med, prevet, pre-dental, or pharmacy programs. Critical thinking is stimulated through the solution of multi-step problems. Topics include: dimensional analysis; atomic, molecular and electronic structure; stoichiometry; solubility; precipitation and redox reactions; gases; periodic table and periodic trends; and thermochemistry. Three one hour lectures and one three-hour lab per week. PREREQUISITE: One year of high school chemistry or physics and placement at MATH-100 or higher level math course; or permission of dept. chair.

### **CHEM-203 — GENERAL CHEMISTRY 2**

**4 credits**

A continuation of CHEM-103. Critical thinking is stimulated through the solution of multi-step problems. Topics include: chemical bonding; molecular geometry and hybridization; intermolecular forces; solutions; kinetics; chemical equilibrium; acids and bases; thermodynamic functions; and electrochemistry. Three one-hour lectures and one three-hour lab per week. PREREQUISITE: CHEM-103. Add-on honors component available.



**CHEM-320 — ORGANIC CHEMISTRY 1****4 credits**

This course is designed for transfer students with majors in chemistry, biology, premed, or pre-dental. Reaction, synthesis and mechanism of organic reactions will be studied. Three one-hour lectures and one three-hour lab per week. **PREREQUISITE:** CHEM-203 or permission of instructor.

**CHEM-355 — INSTRUMENTATION FOR CLINICAL LABORATORY SCIENCE****2 credits**

This course is for students in the Clinical Laboratory Science program. Basic electronics and the principles of modern clinical instrumentation are reviewed. Topics include spectrophotometry; fluorescence; chemiluminescence; turbidimetry and nephelometry; and nucleic acid probe techniques. The laboratory will consist of demonstrations and field trips to local hospital laboratories to view the procedures discussed in the lecture. One two-hour lecture and one lab session per week (seven weeks.) **PREREQUISITE:** CHEM-101.

**CHEM-355 — INSTRUMENTATION FOR CLINICAL LABORATORY SCIENCE****2 credits**

This course is for students in the Clinical Laboratory Science program. Basic electronics and the principles of modern clinical instrumentation are reviewed. Topics include spectrophotometry; fluorescence; chemiluminescence; turbidimetry and nephelometry; and nucleic acid probe techniques. The laboratory will consist of demonstrations and field trips to local hospital laboratories to view the procedures discussed in the lecture. One two-hour lecture and one lab session per week (seven weeks.) **PREREQUISITE:** CHEM-101.

**CHEM-370 — INDEPENDENT CHEMISTRY STUDY 1****1, 2, 3, or 4 credits**

This course is designed for students with interest in conducting undergraduate research in chemistry on a current topic, under the supervision of a chemistry professor. Laboratory work is strongly emphasized. **PREREQUISITE:** Permission of Department Chairperson.

**CHEM-420 — ORGANIC CHEMISTRY 2****4 credits**

A continuation of CHEM-320. Emphasis is on basic reactions and their mechanisms, nomenclature and spectral identification through NMR and IR spectroscopy. Laboratory work involves organic synthesis by microscale and macroscale techniques. Three one-hour lectures and one three-hour lab per week. **PREREQUISITE:** CHEM-320.

**CHEM-470 — INDEPENDENT CHEMISTRY STUDY 2****1, 2, 3, or 4 credits**

A continuation of CHEM-370. This course is designed for students with interest in conducting undergraduate research in chemistry on a current topic, under the supervision of a chemistry professor. Laboratory work is strongly emphasized. **PREREQUISITE:** CHEM-370 or permission of Department Chairperson.

## Chinese

**CHIN-125 — ELEMENTARY CHINESE 1****3 credits**

This is an introductory course for students with little or no previous background in Mandarin. Correct pronunciation, tones, and grammar within the context of modern spoken Mandarin, the national language of China and Taiwan, will be stressed through lecture format. Recognizing and writing Chinese characters will be emphasized. English grammar will be used as a basis for learning Chinese grammar. Various aspects of Chinese history and culture, as they influence use of the modern language, will also be introduced. **PREREQUISITE:** Placement at ENGL-100 or its equivalent or permission of instructor

**CHIN-225 — ELEMENTARY CHINESE 2****3 credits**

This course is a continuation of Elementary Chinese 1. Pronunciation, tones, reading and grammar will be stressed along with continued development of basic oral and written communication in Mandarin. Chinese history and culture are further explored. **PREREQUISITE:**

Successful completion of CHIN-125 with a grade of C or higher, its equivalent at another college/university, one year of high school Mandarin, or permission of instructor.

### **CHIN-325— INTERMEDIATE CHINESE 1**

**3 credits**

In this course, students review and continue to develop grammar formations introduced in Elementary Chinese 1 and 2. Vocabulary around various daily activities is expanded. Writing more complex sentences, paragraphs, original notes, short letters, and compositions using Chinese characters is stressed along with continued development of spoken Chinese (Mandarin) and listening comprehension skills. Aspects of the influences of Chinese culture worldwide are further explored through web-based activities, lecture, discussions, and oral and written reports. **PREREQUISITE:** successful completion of Elementary Chinese 2 with a grade of C or higher, its equivalent at another college or university, two years of high school Chinese and/or placement at CHIN-325, or permission of instructor.

### **CHIN-425 — INTERMEDIATE CHINESE 2**

**3 credits**

Students continue to expand the various aspects of verbs in the present, past and future, and improve their sentence, paragraph and composition writing skills using Chinese characters with the new grammar skills learned in the class. Continued study of clear pronunciation and correct tones in more lengthy and complex conversations and presentation will be stressed. Through selected reading and research, students continue to expand their knowledge of Chinese cultural and social conventions and concepts. Classes are conducted in Chinese. **PREREQUISITE:** successful completion of Intermediate Chinese 1 with a grade of C or higher, its equivalent at another college or university, three years of high school Chinese and/or placement at CHIN-425, or permission of instructor.

## **Civil Engineering Technology**

### **CIVL-115 — CONSTRUCTION MATERIALS AND METHODS**

**3 credits**

A survey of common materials and methods used in building construction is presented. Materials covered include wood, glue-laminated timber, steel, non-ferrous metals, concrete, plastics, and insulation. Emphasis is placed on their physical properties, use in construction, and construction techniques for completing the project. Three lecture hours. **PREREQUISITE:** DWRT-099.

### **CIVL-120 — ARCHITECTURAL DESIGN**

**4 credits**

An introduction to architectural design and technical drawing techniques used to develop working drawings and 3D models for architectural projects. This is the cornerstone course for all future architectural and civil engineering course work. Emphasis is on residential design/construction and will include site planing, foundations, floor plans, elevations, sections, isometric renderings, lighting/electrical plans, and kitchen plans. Students will have the opportunity to design their own "vacation" homes, learn the fundamentals of blueprint reading, and use the blueprint process to generate their own documents. Structural components, building specifications, commercial construction, and applicable building codes will be introduced. Students will develop a portfolio of drawings that will be used as part of the portfolio requirement for future architectural course work and professional placement. Two lecture hours and six laboratory hours. **PREREQUISITE:** None.

### **CIVL-125 —ARCHITECTURAL CAD 1**

**3 credits**

This course is an introduction to the dynamic world of computer-aided design (CAD) using AutoCAD. Students will learn the terminology, capabilities, and operation of this powerful design tool. Students will develop a portfolio of architectural drawings, including floor plans, elevations, sections and details for a light commercial building. Drafting fundamentals and the use of orthographic projection will be reviewed. Students will also be introduced to PowerPoint and will learn to use this software to create professional quality presentations. Two hours lecture. **COREREQUISITE:** CIVL-125L

**CIVL-220 — CONSTRUCTION ESTIMATING****3 credits**

This course is an introduction to the detailed and challenging profession of construction estimating. Students will learn how the wide range of construction materials, construction methods, and business practices impact the overall cost of a construction project. Students will use plans and specifications from a recently-built construction project to produce a detailed construction estimate for that project and better understand the wide range of direct, indirect, and general overhead expenses that impact the cost of a project. Students will be introduced to a variety of cost data resources used in professional practice, and will work on an independent bid proposal for a commercial construction project, culminating in a bid opening. Students will build on the technical drawing skills mastered in CIVL-120. Two hours lecture. CO-REQUISITE: CIVL-220L.

**CIVL-225 — ARCHITECTURAL CAD 2****3 credits**

This course is a continuation of CIVL-125 with the purpose of using AutoCAD to produce architectural drawings for residential and light commercial buildings. Site plans, floor plans, elevations, sections, and construction details are studied, building on the skills learned in CIVL-120 to develop a complete set of working drawings. Students will build a portfolio of drawings that can be used as part of the portfolio requirement for future architectural course work or job placement. PREREQUISITES: CIVL-120, CIVL-125

**CIVL-235 — HYDRAULICS AND HYDROLOGY****3 credits**

Concepts of continuity, energy, and hydrostatic pressure are included. Pumping systems are designed. Basic hydrological principles of rainfall, runoff, and infiltration are discussed as part of sizing storm drainage system components. A computerized runoff model is introduced. Wetland identification, protection, and remediation are discussed along with the role of regulatory commissions/agencies. The laboratory is devoted to design and problem solving. Two lecture hours and three laboratory hours. PREREQUISITE: ALGB-087.

**CIVL-270 — GEOGRAPHIC INFORMATION SYSTEMS****3 credits**

Geographic Information Systems (GIS) are software tools used by industry and government for processing, viewing, and analyzing spatial data. The course will cover application of ArcView software by ESRI to establish a dataset and develop the data into useful information. Example datasets from the fields of public health, planning, civil engineering, public works and the environmental monitoring/remediations field will be used. Two hours of lecture. PREREQUISITES: ALGB-097, ENGL-100, CMAA-105.

**CIVL-310 — SURVEYING 1****4 credits**

The theory and practice of construction surveying. Field practice is given in the use of tape, level, total station and data collectors. This is a laboratory-oriented course encompassing baseline, differential, profile and cross-section leveling, establishment of contours, traverse closures, construction stakeout of buildings and property lines, and development of topographic maps utilizing engineering software and data collector input from field operations. PREREQUISITE: MATH-132. and CIVL-120 or CIVL-125.

**CIVL-325 — SOILS AND FOUNDATIONS****4 credits**

The theory and concepts of soil mechanics and foundation design. Topics include soil types, behavior, identification, classification; soil properties; site investigation, methods, and goals; permeability, surface tension, capillarity, and related concerns; shear strength; sub-surface stresses, settlement, sizing footings; groundwater contamination; landfill liners and covers; soil compaction. The weekly three-hour lab is devoted to geotechnical testing and in-depth applications of foundation design theories. Two hours lecture, three-hour lab. PREREQUISITE: MATH-132; CO-REQUISITE: CIVL-325L

**CIVL-345 — STATICS AND STRENGTH OF MATERIALS****4 credits**

An introduction to stress and force theories as they apply to the equilibrium of rigid bodies and particles. Principles of resultant forces, free body diagrams, tension and compression members, truss analysis, applied forces to beams and columns, frictional forces, and torsion are studied. Additional topics include stress and strain, mechanical properties of engineering materials, factors of safety, centroids, and moments of inertia. The weekly three-hour lab is devoted to in-



depth problem analysis and solutions that expand classroom theories, plus laboratory tests that demonstrate the practical applications of these theories. PREREQUISITE: MATH-132.

#### **CIVL-410 — REINFORCED CONCRETE ANALYSIS**

**3 credits**

Topics include batching, transporting, placing and curing concrete. Standard ASTM quality control tests are conducted, and Class A Concrete Field Certification is completed. Reinforced beams, slabs, and footings are analyzed and designed. Wall stability analysis is conducted. Weekly laboratories are devoted to design and concrete testing. Two lecture hours and three laboratory hours. PREREQUISITE: CIVL-345.

#### **CIVL-420 — CONSTRUCTION MANAGEMENT**

**3 credits**

A study of specialized business and management topics which are of particular interest to the construction industry. Topics include basic operational patterns, types of business ownership and company organization, the competitive bid process including specifications and bid openings, subcontracting procedures, contract bonds, construction insurance, accounting processes including depreciation, job scheduling with introduction to critical path method, labor law, and job-site safety and OSHA regulations. PREREQUISITE: DWRT-099; CO-REQUISITE: ENGL-100.

#### **CIVL-430 — TRANSPORTATION ENGINEERING**

**3 credits**

A study of the practical application of transportation engineering on roads and highways. Topics include: highway design, earthwork, geometry, standards, construction, subdrainage systems, curve layout, residential subdivision, and parking lot layout. Specialized investigations for transportation planning, design and layout are included. Weekly laboratories are devoted to design, layout, and computations. PREREQUISITE: CIVL-310 or permission of instructor.

#### **CIVL-446 — STRUCTURES**

**3 credits**

A continuation of the stress and force theories from CIVL-345 Statics is presented as they apply to structural design. The design of structural steel floor, beam, girder, and column systems begins with the development of shear and bending moment diagrams. The design process is studied in depth, utilizing AISC codes, with particular emphasis placed on shearing, bending, and deflection induced on steel load-carrying members. The lab periods are devoted to practical design procedures and analysis of various structural members, especially beams, girders, columns, and connections, with laboratory experiments to reinforce classroom theory. Students will also have the opportunity to review and discuss the design and construction of major bridge and high-rise buildings, and the well-documented causes of some major structural failures. Two hours lecture. PREREQUISITE: CIVL-345; CO-REQUISITE: CIVL-446L

#### **CIVL-451 — ARCHITECTURAL STUDIO**

**4 credits**

The Architectural Studio course will serve as a capstone experience for the Architectural associate degree option. In this course, the student will be encouraged to use artistic expression, creative thinking and problem solving to design an original architectural project. The student will develop presentation skills using presentation elevations and plans as well as isometric, one-point, and two-point perspective drawings. Students will also have the opportunity to use architectural scale models as a presentation tool. Students will be required to assemble a portfolio of the projects from this class as well as projects from their previous design-related studies and display them in a final juried presentation. Three hours lecture and three-hour laboratory. PREREQUISITE: CIVL-225.

#### **CIVL-460 — PROJECT SCHEDULING**

**3 credits**

An introduction to construction project planning and scheduling, using project scheduling software. A principal focus of this course is on planning projects and controlling costs. Lectures expand pertinent aspects of job-site safety, and address construction project legal issues such as sexual harassment, workplace discrimination, and substance abuse, which are tied to worker and employer responsibilities. The three-hour computer lab will be devoted to project scheduling software applications. PREREQUISITES: CMPA-105, ENGL-100; CO-REQUISITE: CIVL-460L.



## Clinical Laboratory Science

### **CLLS-103 — MEDICAL LABORATORY SAFETY (5 weeks) 1 credit**

This course introduces the allied health student to medical safety rules and OSHA guidelines. Strict observances of these rules and practices are essential in the medical field. An understanding and implementation of these rules are necessary before beginning work in the clinical laboratory, phlebotomy, and related work areas. This course will make the student aware of the hazards he or she will encounter, how to safely handle blood-borne pathogens and biohazardous material, and how to successfully prepare for an inspection. Recommended for all allied health students, and required for Clinical Laboratory Science students. CO-REQUISITE: CLLS-105L, CLLS-105

### **CLLS-105 — INTRODUCTION TO CLINICAL LABORATORY SCIENCES 3 credits**

An overview and introduction to laboratory basic skills as used in specimen processing and laboratory information systems, urinalysis, hematology, chemistry, immunology, immunohematology, and microbiology. Universal precautions and proper procedures in regard to specimen processing will be taught. Laboratory mathematics, quality control, and the proper use of instrumentation will be presented as used in the hospital, physician's office laboratory, and laboratory science area. CO-REQUISITE: CLLS-105L, CLLS-103

### **CLLS-141 — CLINICAL LABORATORY ASSISTANT SKILLS 2 4 credits**

This course is a continuation of Intro to the Clinical Laboratory course, and includes specimen processing with data entry, coding and reporting, quality assurance and quality control. The correct use of small instruments for ancillary testing in urinalysis, hematology, and chemistry is covered as well as microbiology specimen processing and testing. All of these topics and skills are at the CLA level. PREREQUISITE: Completion of CLLS-105 and CLLS-152 with a grade of C (73) or better. CO-REQUISITE: CLLS-141L

### **CLLS-150 — CLINICAL EXPERIENCE 1 (7 weeks) 1 credit**

Supervised clinical experience is obtained in a hospital clinical laboratory to enhance student learning and to apply classroom theory to the laboratory practice in a clinical setting. Experience will be at the assistant level in all areas of the laboratory to include specimen central processing, laboratory information systems, and donor room specimen processing. CONCURRENT: CLLS-105

### **CLLS-152 — PRINCIPLES AND PRACTICE OF PHLEBOTOMY (5 weeks) 1 credit**

This course is designed to prepare an individual to perform venipuncture and capillary puncture in order to obtain blood specimens for diagnostic procedures. The course will include anatomy and physiology of the circulatory system, safety, confidentiality, communication, quality control and processing of specimens, and proper procedure for blood collection.

### **CLLS-153 — CLINICAL EXPERIENCE 2 (2 weeks)**

Supervised clinical experience is obtained in a hospital clinical laboratory to enhance student learning and to apply classroom theory to laboratory practice in a clinical setting. Experience will be at the assistant level in all areas of the laboratory to include phlebotomy.

### **CLLS-155 — CLINICAL EXPERIENCE 3 2 credits**

Supervised clinical experience is obtained in a hospital clinical laboratory to enhance student learning and to apply classroom theory to the laboratory practice in a clinical setting. Experience will be at the assistant level in all areas of the laboratory to include Urinalysis, Hematology, Clinical Chemistry, Microbiology and Immunology. PREREQUISITE: CLLS-150 & 153, CONCURRENT: CLLS-141.

### **CLLS-213 — MEDICAL MICROBIOLOGY 1 4 credits**

Medical Microbiology 1 is an introduction to clinical microbiology laboratory and the routine medically significant organisms. The course will include the principal characteristics and procedures used in clinical microbiology to identify normal flora and medically significant bacteria. The laboratory identification of the organism is based on morphological, cultural, and biochemical characteristics. Additional topics will include safety in the microbiology lab, quality control, and antimicrobial sensitivity testing. PREREQUISITE: Successful completion of CLLS-105 and CLLS-103. CO-REQUISITE: CLLS-213L

**CLLS-225 — URINALYSIS AND BODY FLUIDS (7 weeks)****1 credit**

This course is designed to provide students with an introduction to basic theories, principles, and techniques as applied to the medical laboratory area of urinalysis and body fluids. Major topics covered include renal physiology and disease, physical examination of urine and body fluids, chemical examination of urine and body fluids, microscopic examination of urine and body fluids, collection of urine and body fluids, fecal examination, basic correlation of laboratory result with disease states, and quality control. **PREREQUISITES:** CLLS-105, CLLS-103

**CLLS-300 — HEMATOLOGY AND COAGULATION****4 credits**

The study of blood in health and disease to include genetics, the origin, development and function of human blood cells, and a review of the vascular and coagulation systems. Normal and abnormal findings will be studied through manual and automated procedures. Specific topics include: CBC and coagulation profile, normal values, quality control, and blood disorders. 3 lab hours. **PREREQUISITES:** CLLS-105, CLLS-103. **CO-REQUISITE:** CLLS-300L

**CLLS-302 — CLINICAL CHEMISTRY****4 credits**

This course is designed to acquaint the student with the theory and function of the clinical chemistry laboratory. Course of study includes analysis of blood and body fluid in routine and emergency testing in the clinical chemistry lab. The theory of manual testing as it is applied to automated procedures, interpretation and analysis of test results and how these correlate to the patient's clinical diagnosis will be stressed. **PREREQUISITE:** CLLS-105, CLLS-103; **CO-REQUISITE:** CLLS-302L.

**CLLS-312 — MEDICAL MICROBIOLOGY 2****4 credits**

Medical Microbiology 2 is a continuation of Medical Microbiology 1. The organisms that will be studied are those that require specialized techniques in collection, and biochemical and serological identification. These pathogens include anaerobic bacteria, specialized gram negative organisms, parasites, viruses, and fungi that are medically significant to man. Case studies relating to these organisms and other medically significant organisms and the diseases they cause will be studied. The use of automation and new technologies for identification will be included. **PREREQUISITE:** Successful completion of CLLS-213; **CO-REQUISITE:** CLLS-312L

**CLLS-355 — CLINICAL LABORATORY INSTRUMENTATION AND QUALITY CONTROL  
(7 weeks)****2 credits**

This course will provide a comprehensive overview of technology and instrumentation employed in today's clinical laboratory. Technologic principles and applications used in the various clinical departments will be explored, including hematology, microbiology, urinalysis, immunology, clinical chemistry, immunohematology, and central processing/laboratory information systems. Troubleshooting of all types of instrumentation will be discussed. Students will gain exposure to current instrumentation through virtual laboratory experiences and field trips to area hospitals. Principles and practices of quality control that are vital in the clinical laboratory will be investigated. Students will gain an understanding of the rules surrounding the quality process and the impact it has in providing quality laboratory results. 3 lab hours. **PREREQUISITE:** CLLS-105

**CLLS-409 — LABORATORY SKILLS IN NUCLEAR MEDICINE (7 weeks)****1 credit**

Instruction in basic laboratory skills, including safety/biohazard precautions, pipetting and spectrophotometric techniques. Students will review in-vitro labeling assays as RIA/EIA using monoclonal antibodies in test procedures. Specimen collection, labeling, handling, processing, testing, and use of universal precautions will be reviewed as well as quality control procedures used in immunoassays. **PREREQUISITES:** BIOL132, BIOL-232; **CO-REQUISITE:** CLLS-409L.

**CLLS-412 — IMMUNOLOGY (7 weeks)****2 credits**

A study of the nature of the immune system is the focus of this course. Topics include the nature of immunity, antigens, and the immune response. This is the fastest-growing and a very high technology area. Serological procedures will be presented and their diagnostic significance will be emphasized. Discussions include monoclonal antibodies and EIA detection procedures used in microbial and/or immune disorders. 3 hours lab. **PREREQUISITES:** CLLS-105, CLLS-300; **CO-REQUISITE:** CLLS-412L.

**CLLS-415 — IMMUNOHEMATOLOGY (7 weeks)****3 credits**

Red blood cell immunology as it relates to ABO/RH, typing procedures, compatibility testing, and antibody detection and identification techniques will be presented and the clinical significance of each will be identified. Blood donors, component preparation, and transfusion practices will be reviewed, in addition to recordkeeping and quality control procedures. **PREREQUISITE:** CLLS-300; **CO-REQUISITE:** CLLS-315L.

**CLLS-420 — CLINICAL PRACTICUM 1 (2 weeks)****1 credit**

Supervised clinical experience is obtained in an affiliated laboratory under the supervision of a qualified medical technologist and pathologist. The rotation schedule provides experience in the following departments: Immunohematology, Chemistry, Hematology, Microbiology, Immunology, Phlebotomy, and Urinalysis. **PREREQUISITES:** Successful completion of core curriculum with a minimum passing grade of "C", (73) in all Department courses, and a minimum QPA of 2.0.

**CLLS-421 — CLINICAL PRACTICUM 2****6 credits**

Continuation of CLLS-420.

**CLLS-422 — CLINICAL PRACTICUM 3 (7 weeks)****3 credits**

A continued practicum for students who have successfully completed CLLS-420 and CLLS-421 and who can demonstrate achievement of planned competencies in these courses within the time frame. Approval of the Department Chairperson/CLLS Medical Director is a prerequisite for registering for this course.

**CLLS-440 — CLINICAL LABORATORY SEMINAR****2 credits**

This seminar course will emphasize the application of theory to practice in the clinical setting. Discussions of shared student experiences will include professionalism, patient interaction, case studies to foster critical thinking, and certification review. This course will meet simultaneously with CLLS-421. **PREREQUISITE:** completion of semesters 1, 2, and 3.

## Computer-Aided Drafting and Design (See Mechanical Engineering Technology)

## Computer-Aided Manufacturing (See Mechanical Engineering Technology)

## Computer Information Technologies (See also Information Technologies)

**CMPA-098 — INTRODUCTION TO COMPUTERS****3 credits**

This course is intended for developmental students. It gives practical experience in using computers. Students use easy-to-learn, non-complicated software such as a word processor, a paint program, a calculator, and a simple file manager. Students learn to work in the Windows operating environment, using exercises designed to enhance the English and math skills they need to practice. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. **PREREQUISITE:** Placement at DWRT-099 level.

**PROG-102 — RPG****4 credits**

This course will teach the fundamentals of RPG using a problem-oriented, hands-on approach. Students are introduced to programming concepts and techniques by a series of programs illustrating typical business applications. Heavy emphasis is placed on lab work where the student will enter, compile, and execute assigned programs using the STCC IBM AS/400 computer. **PREREQUISITE:** None.



**PROG-106 — INTRO. TO STRUCTURED PROGRAMMING USING C****4 credits**

This is an introductory course for computer programming. Students are expected to design, code, debug, test, and document programs using the C language within the C++ environment, beginning with short and simple applications and continuing with those of increasing complexity. Concepts such as variables, constants, data types, and all decision and iteration structures will be introduced and used throughout the course. Also included are more complex subjects such as scope, string manipulations, sequential file access, subprograms with parameters, as well as arrays. A lab is required with this course. **PREREQUISITES:** DWRT-099, DRDG-092 or ENGL-100, minimum grade C-; ALGB-083, ALGB-087, ALGB-093, or ALGB-097, minimum grade C-. **CO-REQUISITE:** PROG-106L

**PROG-109 — INFORMATION SYSTEMS FUNDAMENTALS****3 credits**

This course provides a foundation for all Information Technologies majors in developing an awareness of the vital need businesses and institutions have for instituting and managing efficient and effective systems to handle today's information requirements. A major component of the course is to increase critical thinking skills by identifying and solving typical information problems. Three hours of lecture. **PREREQUISITE:** ENGL100, and ALGB-083 or 087. **COREQUISITE:** Passing of Keyboard test or OFFS-109.

**PROG-116 — INTRO TO STRUCTURED PROGRAMMING USING C#****4 credits**

This is an introductory course emphasizing object-oriented programming. Students are expected to design, code, debug, test, and document programs using the C#.NET language, beginning with short and simple applications and continuing with those of increasing complexity. Concepts such as variables, constants, data types, GUI concepts, and all decision and iteration structures will be introduced and used throughout the course. Also included are more complex subjects such as scope, string manipulation, sequential file access, classes, objects, attributes and event-driven programming. After completing this course, students will be able to program in C#, employ many important capabilities of the Microsoft Visual Studio.NET Integrated Development Environment (IDE), and follow industry coding standards emphasized throughout the course. Note: A lab is required with this course. Touch typing ability is highly recommended. **PREREQUISITES:** Completion of DWRT-099 or placement at ENGL-100; completion of DRDG-092 or placement at ENGL-100; completion of ALGB-083 or placement at ALGB-091. **COREQUISITE:** Passing of keyboard test or OFFS-100.

**PROG-120 — INTRODUCTION TO COMPUTER APPLICATIONS IN TELECOMMUNICATIONS****3 credits**

An introductory course in the basic computer orientation and implementation of hardware and software applications in telecommunications. Students will use various software packages to create documents, spreadsheets, graphs, databases, and presentations. The student will utilize this knowledge to solve problems and transfer information via electronic medium. Lectures, interactive learning, and demonstrations will be employed. Laboratory exercises will be required. **PREREQUISITE:** acceptance in the Verizon Next Step program.

**PROG-130 — BASIC COMPUTER MAINTENANCE****3 credits**

This is an introductory course for people interested in PC-based computer systems. The objective of the course is to provide an introduction to the fundamental concepts of PC use in business and industry. The course starts with an overview of basic PC operating systems and moves into hardware, software, and then networking. A large part of each session will be hands-on, covering basics of computer maintenance and repair. Three hours of lecture. **PREREQUISITES:** completion of DWRT-099 and ALGB-093.



**PROG-140— COMPUTER MAINTENANCE SOFTWARE****3 credits**

This is the first of a two-course series. This is a current and comprehensive course on configuring, diagnosing, and repairing microcomputers and associated technologies. (PC compatible units are included in this course.) Topics covered include: how computers work , how software and hardware work together, the systems board, understanding and managing memory, floppy disk and hard disk drives, installing and supporting disk drives, troubleshooting fundamentals, supporting I/O devices, and multimedia technology. Completion of this course and PROG-240 will assist the student in preparing to pass the A+ certification exams and succeed in the PC repair industry. Labs follow lectures, where students get the hands-on experience needed to train for the field of PC repair. The labs are designed to merge the lectures and lab experiences for maximum understanding in a dynamic environment. No electronic experience is assumed or required. Three hours of lecture. PREREQUISITE: PROG-109

**CMPA-160 —COMPUTER BASICS: CONCEPTS AND APPLICATIONS****3 credits**

This course covers the most important computer literacy topics including a fundamental understanding of computer hardware (input, output, processing and storage), and software (systems, applications, and productivity); using operating systems and common program functions; a practical study of the Internet (e-mail, Internet search techniques, resource evaluation and citations); a practical study of common productivity software (word processing, spreadsheet, database, and presentation); and an understanding of the implications and effects of computers in our social order. Equivalent to CMPA-103, PROG-103, CMPA-301, CMPA-300. PREREQUISITE: OFFS-100 Basic Keyboarding Skills (can be concurrent, completed, or challenged)

**CMPA-196 — COMPUTER CONCEPTS FOR THE ARTS AND SCIENCES****3 credits**

This course is designed for the student in a liberal arts program. Topics covered will include a fundamental understanding of computer hardware (input, output, processing, and storage), and software (systems, applications, and productivity); a practical study of common productivity software (word processing, spreadsheet, data base and graphics); and an understanding of the implications and effects of computers in our social order. PREREQUISITE: ENGL-100 concurrent or completed, or permission of instructor.

**CMPA-197 —TECHNOLOGY IN EDUCATION****3 credits**

This is an introductory course in computers and computing that is designed for students preparing for a career in teaching. The course is designed to give students a fundamental understanding of computer hardware, systems software, and productivity software. Recurring and current topics relating to computing in the field of education will be discussed. The course will also give students the ability to use the computer to prepare reports and materials that are appropriate for personal or classroom use. Three hours of lecture. PREREQUISITE: ENGL-100; CO-REQUISITE: LIBR-101 Restricted to EDUC majors.

**CMPA-201 — MICROCOMPUTER APPLICATIONS 2****3 credits**

This course explores advanced topics in microcomputer applications for Windows using an integrated software package that includes presentation graphics, word processing, a spreadsheet and a database management system. The focus of the course is on the integration of these applications (file conversion, linking, embedding) while using some of the more advanced features of the software and introducing some new packages such as presentation graphics. PREREQUISITE: CMPA-103 or PROG-109.

**CMPA-202 — ADVANCED WORD PROCESSING****3 credits**

This course is a continuation of Word Processing (CMPA-102.) The student will be introduced to the advanced features of word processing such as paragraph shading and sorting; creating page borders, bookmarks, styles, footnotes/endnotes; using tables and mail merge; customizing toolbars; and creating macros and forms. Successful completion of this course will prepare the student for Microsoft Office Specialist certification in MS Word (Expert Level.) Three hours of lecture. PREREQUISITE: CMPA-102.

**PROG-202 — ADVANCED RPG****4 credits**

This course is a continuation of PROG-102. Interactive processing, screen format design, and screen design aid will be utilized by the students to complete assigned programming problems. Random record retrieval using keyed files (ISAM), indexed file updating, and RPG structured programming is a partial list of topics to be included in the curriculum. Programming assignments will be compiled and executed on the STCC IBM AS/400 computer. PREREQUISITE: PROG-102.

**PROG-208 — VISUAL BASIC.NET 1****4 credits**

The student will gain a working knowledge of the Visual Basic.NET Integrated Development Environment (IDE). Use of industry coding standards will be required, and students will use the standards for all programming assignments. The student will learn to use common NET controls such as the label, textbox, button, radio button, checkbox, list box, combo box, and main menu. Utilization of the Visual Studio.NET debugger as a means to produce quality applications will be covered throughout the semester. Data validation will be stressed as the method to enforce the business rules. The ArrayList and Hashtable data structures will be covered as will the VB.NET Imports directive. Three hours lecture. PREREQUISITE: PROG-106 or PROG-116; CO-REQUISITE: PROG-208L.

**CMPA-210 — COMPUTER-MEDIATED COMMUNICATION FOR THE GLOBAL VILLAGE3 credits**

The Internet has made it possible to bring diverse people together across many boundaries with new ways of communicating. This is an interdisciplinary course designed to provide the student with the basic theory, terminology, and practical application of computer-mediated communications (CMC) while exploring global diversity. Individualization of courseware will be accomplished as each student applies the techniques and concepts to his or her respective major and interests. Three hours of lecture. PREREQUISITE: ENGL-100.

**CMPA-240 — EXCEL/ACCESS APPLICATIONS****3 credits**

This course will introduce the student to the advanced features of MS Excel and MS Access. Students will enhance worksheets, integrate spreadsheets and databases, enhance forms with sub forms, create application systems using macros and wizards, customize forms, and learn how to administer a database. Successful completion of the course will prepare the student for Microsoft Office Specialist certification in MS Excel (Expert Level) and MS Access (Core Level.) Three hours of lecture. PREREQUISITES: CMPA-109, CMPA-111.

**PROG-240 — COMPUTER MAINTENANCE 2****3 credits**

This is the second of a two-course series. This is a current and comprehensive course on installing, upgrading, and maintaining microcomputers and associated technologies. (PC-compatible units are used in this course.) Topics covered include: electricity and power supplies; supporting Windows 9x, Windows NT workstation, Windows 2000 professional; purchasing or building your own PC; communicating over phone lines; network fundamentals and the Internet; printers and notebook computers; viruses; disaster recovery; and maintenance planning and the professional technician. Completion of this course and PROG-140 will assist the student in preparing to pass the A+ certification and to succeed in the PC repair industry. Labs follow lectures, where students get the hands-on experience needed to train for the field of PC repair. The labs are designed to merge the lectures and lab experiences for maximum understanding in a dynamic environment. Three hours of lecture. PREREQUISITE: PROG-140.

**PROG-302 — COBOL 1****4 credits**

COBOL is a procedural-type language which continues to be the most popular language for solving business problems. The course emphasizes structured programming techniques with its concentration on program design and program readability. The student will write and test a number of programs. PREREQUISITE: PROG-105 or PROG-106; CO-REQUISITE: PROG-302L

**PROG-308 — VISUAL BASIC.NET 2****4 credits**

This course will build upon the skills developed within the PROG-208 course. The focus will be on developing "bullet-proof" application programs using Visual Basic.NET. Object-oriented development techniques will be stressed, and their own functional business objects using VB.NET. Use of industry coding standards and structured exception handling will be required for all student-developed programs. ADO.NET will be used as a means of retrieving and updating data residing within an SQL Server database. The use of NET Server Explorer and SQL Server Enterprise Manager will be covered. Use of the data grid control will be examined. The reading of XML files will be discussed, as will the use of Crystal Reports. Three hours lecture. PREREQUISITE: PROG-208; CO-REQUISITE: PROG-308L.

**PROG-313 — WINDOWS OPERATING SYSTEMS****3 credits**

This course introduces the concepts and functions of modern computer operating systems. Emphasis will be placed on those microcomputer operating systems which have full multi-tasking capabilities and/or which provide a graphical user interface. Approximately one half of the scheduled class time will be spent in a lab environment using the operating systems. PREREQUISITE: PROG-109

**PROG-315 — ADVANCED SPREADSHEETS****3 credits**

This course will cover advanced work in developing realistic and useful spreadsheets. The assignments will use currently popular spreadsheet software packages. Topics will include functions, graphs, table look-up, goal-seeking, and statistical functions. PREREQUISITE: PROG-109 or CMPA-103.

**PROG-317 — DATABASE SYSTEMS****4 credits**

The goals of this course are to become knowledgeable in the theory, design, development, and information retrieval of computerized databases. Database theory and design will include the normalization (first, second, and third normal forms) of data as well as development methodologies. The database design and information retrieval components will be developed using relational database software (including Structured Query Language [SQL]) on microcomputers. The database will be used for developing tables, forms, queries, relationships, reports, and switchboards. PREREQUISITE: PROG-109

**CMPA-320 — DESKTOP PUBLISHING****3 credits**

A comprehensive introduction to a powerful page composition program such as PageMaker. The student will have use of a microcomputer system and receive hands-on experience. The course will be heavily project-oriented. The student will be guided into producing increasingly complex publications, thus experiencing a variety of techniques and achieving self-sufficiency. Hardware and software concepts as well as terminology associated with desktop publishing will also be included in this course. PREREQUISITE: Familiarity with any word processor, CMPA-102 or CMPA-103 or permission of instructor.

**WEBS-324 — WEB AUTHORING****4 credits**

This course focuses on the advanced features of web authoring: incorporating frames and enhanced layout, designing user input forms, uploading web pages, multimedia and creating image maps. Web scripting will be introduced. Commercial packages for web page design will be discussed and used in this course. A lab is required with this course. PREREQUISITE: PROG-109.

**PROG-325 — UNIX OPERATING SYSTEM****3 credits**

This course will cover the Linux/Unix operating system. Theory behind the Linux/Unix family of operating systems is covered, as is operating system installation. Features and tools of Linux will be discussed along with some of the technical aspects of the O/S. The hands-on component will give the students exposure to Linux and many of the commands and tools. Students will learn operating system management and troubleshooting. Other miscellaneous features will be taught in the hands-on environment. PREREQUISITE: PROG-109.



**PROG-326 — ADVANCED WINDOWS OPERATING SYSTEMS****3 credits**

This course will cover the Windows operating system in depth. Advanced operating systems installation and some advanced features will be covered. These include analysis and monitoring tools, active directory, printing, DHCP, DNS, mail server management, FTP, IIS, and other system services. Login scripts and other advanced commands will be taught. Three hours lecture. PREREQUISITE: PROG-313.

**WEBS-326 — WEBSITE MANAGEMENT WITH DATABASE INTEGRATION****4 credits**

Participants in this course will gain knowledge and skills essential to the strategic management of websites and the integration of websites with a database. Course topics include planning and structuring websites for future growth and ease of maintenance, website security, webserver hardware and software, and website registration, promotion, and traffic monitoring. Students will be provided with opportunities to make website management decisions throughout the course. PREREQUISITE: GRPH-200

**WEBS-328 — WEB SCRIPTING****3 credits**

This course will provide students with experience in one or more scripting languages (JavaScript, CGI, Vbscript, ASP), enabling them to add interactivity to web pages and to specify communication between the server and a web page. The student will be learning the mechanics involved in building dynamic and interactive web pages. PREREQUISITE: WEBS-324, PROG-116 or PROG-106

**PROG-350 — INTERNET/NETWORK SECURITY 1****3 credits**

This course will teach the students about data protection and threats. The students will learn about operating system protection, network protection, and desktop protection techniques. The student will learn about the many threats to a network and how to protect against those threats. Students will use hands-on tools that hackers use, to gain an understanding of the various vulnerabilities that exist. Three hours lecture. PREREQUISITES: PROG-313, PROG-325, and PROG-412.

**PROG-360 — ADVANCED UNIX OPERATING SYSTEMS****3 credits**

This course will cover the Linux/UNIX operating system in depth. Advanced operating systems installation and some advanced features will be covered, including analysis and monitoring tools, DHCP, DNS, mail server management, and other system services. Scripting and other advanced commands will be taught. Three hours lecture. PREREQUISITE: PROG-325.

**PROG-402 — COBOL 2****4 credits**

The objectives of the course are to extend the student's knowledge of the COBOL language, to reinforce the ideals of structured programming, and to learn and adopt good programming standards. The knowledge gained from the COBOL 1 course will be used as the foundation for this course. The student will be introduced to file handling and other advanced techniques commonly used in business. PREREQUISITE: PROG-302.

**PROG-404 — VISUAL BASIC.NET 3****4 credits**

This course will build on the foundation laid within the Visual Basic 2 course. Industry standards, object orientation, and the development of bulletproof application programs will be stressed. Students will be exposed to the .NET Framework and Common Language Runtime (CLR.) Database access will also be stressed using ADO.NET as the access method and MSDE (desktop version of Microsoft SQL Server) as the database. Students will build business objects using Visual Basic .NET. The reading and writing of SML data and the utilization of Crystal Reports will also be covered. PREREQUISITE: PROG-304; CO-REQUISITE: 404L

**PROG-406 — C++ PROGRAMMING****4 credits**

This course will prepare the student for further study in the areas of computer information systems or computer science. Emphasis is placed on data structures and OOP programming concepts. The implementation language will be C++. The student must have a working knowledge of beginning programming concepts, especially those control structures, data types, scope and use



of procedures or functions with parameters. The course will build upon this knowledge. CO-REQUISITE: PROG-406L

#### **PROG-407 — JAVA PROGRAMMING**

**4 credits**

This course introduces the student to the concepts embodied within all Object-Oriented Programming (OOP): encapsulation, inheritance, and polymorphism. Students will use existing objects and learn how to create their own while developing both standalone applications and Applets for the Web. A working knowledge of C is assumed. PREREQUISITE: PROG-106.

#### **PROG-412 — NETWORKS 1**

**3 credits**

This course will teach network administration and various topics related to both Local Area Networks (LAN) and Wide Area Networks (WAN). Some of the topics covered will include LAN/WAN topology, protocols, network architecture, cabling, and the OSI model. This course will be taught from a network administrator's perspective and provide the student with the skills necessary to understand and administer a computer network. CO-REQUISITE: PROG-313 or PROG-325.

#### **PROG-413 — NETWORKS 2**

**3 credits**

This course will teach advanced network administration, including how to monitor network servers and LAN/WAN management. This course will emphasize network trouble-shooting and critical thinking skills. The course will also contain advanced LAN/WAN concepts including network layout, TCP/IP and network design. PREREQUISITE: PROG-412

#### **PROG-414 — ADVANCED NETWORKS TOPICS**

**3 credits**

This course will teach router configuration and fundamentals. The student will learn how switches/routers work and will be able to configure these devices. This course is a combination theory and practical hands-on switch/router configuration. Three hours lecture. PREREQUISITE: PROG-412

#### **PROG-416 — ADVANCED SECURITY TOPICS**

**3 credits**

This course has two components: backbone design, and a capstone project. The course will teach proper network design, including how to lay out a network for both protection and efficiency. The student will critique existing designs and design networks, and will learn to analyze a network design for flaws regarding security and usability. In the second component, the student will do a full security analysis on a company, including evaluating and documenting existing designs, suggesting a new design, and documenting and implementing the new design. Finally, the student tests the new design for security flaws. Three hours lecture. PREREQUISITE: PROG-350.

#### **WEBS-424—ADVANCED WEB AUTHORIZING**

**4 credits**

This course provides a rigorous, project-based approach to website design and development. Current programming technologies and mark-up language such as HTML, DHTML, and XML will be used to create fully functioning web page collections using forms, objects, and scripting. .NET technologies including ASP, .NET, ADO.NET and web services will also be utilized. Defining and translating client needs into web pages using the most appropriate features of available web programming technologies will be highlighted. Emphasis will be placed on database connectivity and retrieving data from the database. PREREQUISITES: WEBS-328.

#### **PROG-430 — XML AND RELATED TOPICS**

**4 credits**

This course examines the standards, tools, and XML-related languages that are making documents increasingly interchangeable, searchable, dynamic, and customizable. The course introduces design of application-specific markup languages using XML rules. Emphasis is placed on validating XML documents and transforming those using XSLT / Xpath or DOM programming interfaces. The XML documents are then formatted using CSS, DTD, or Schemas. PREREQUISITE: WEBS-324; CO-REQUISITE: PROG-430L

**PROG-450 — INTERNET/NETWORK SECURITY 2****3 credits**

This course is an extension of Internet Security 1 and will teach protection strategies in depth. Protection includes building firewalls and intrusion detection systems, understanding packet analysis, and assessing network security. Three hours lecture. PREREQUISITE: PROG-350.

## Computer Science Transfer Option to Engineering & Science Transfer

**CSCI-100— INTRODUCTION TO COMPUTER SCIENCE****4 credits**

This course is designed to provide a foundation for more advanced courses in computer science and engineering. The course will begin with an introduction to computer systems and the understanding of the implications and effects of the computer in our social order. Web page design will be discussed in this course. Students will be asked to create and post their portfolio on the web. The remainder of the course will be on the Visual Basic programming language. The principles of good programming style and structure will be stressed. The class will meet for three class hours and three lab hours each week. CO-REQUISITE: MATH-132, MATH-145, MATH-232, or MATH-155: CSCI-100L

**CSCI-110 — COMPUTER SCIENCE 1****4 credits**

This course assumes no prior knowledge of computer programming. The course starts with the basics of problem solving and algorithm development using the standard control structures of sequencing, selection, iteration, and function abstraction. A brief introduction to object-oriented design perspective is fully introduced and integrated into the student's problem-solving methodology. The C++ programming language will be used in this course. A summary of the topics contained in the course include: an overview of computer science, problem solving, input and output techniques, functions, selection statement, repetitious statements, strings, structured data with classes, files, and arrays. CO-REQUISITE: MATH-132 or MATH-145, CSCI-110L

**CSCI-111— INTRO. TO THE JAVA PROGRAMMING LANGUAGE****4 credits**

This course is designed specifically for students with no programming experience. The course provides first-time programmers an excellent choice for programming using the Java programming language. With this knowledge, students will develop programming skills in the areas of object oriented and Java technology. Through the use of the Sun Java JDK, students explore the principles of object-oriented programming, including classes and inheritance. Topics include compiling Java applications, variables and data types, operators, control flow, classes and objects. While the course focuses on the development of Java applications, students will be exposed to rudimentary GUI design and event handling to develop simple Java Windows-based applications. By the end of the class, students will be able to create simple programs using Java technology, and read and edit Java technology source code. A three-hour lab is required with this course. CO-REQUISITE: MATH-132 or MATH-145.

**CSCI-210 — COMPUTER SCIENCE 2****4 credits**

This course assumes that the student has taken one semester of computer programming, and is a logical continuation of CSCI-110. A quick review of the topics discussed in CSCI-110 will lead to discussions on more advanced topics which include recursive programming, storage techniques, pointer variables, dynamic variables, simple data structures such as multidimensional arrays and linked lists, stacks, queues, as well as internal searching and sorting algorithms. Algorithms analysis will be discussed as it applies to space and time issues. User-defined classes will be an integral part of the problem-solving process. The C++ programming language will be used in this course. PREREQUISITE: CSCI-110.

**CSCI-211— INTERMEDIATE TOPICS IN JAVA PROGRAMMING****4 credits**

This course teaches the syntax of the Java programming language; object-oriented programming with Java; creating graphical user interfaces (GUI), exceptions, file input/output (I/O), threads, and networking. Programmers familiar with object-oriented concepts will learn how to use Java applications and web-based applets, and the Java 2 Software Development Kit

(SDK). Students who can benefit from this course are programmers who would like to add Java to their list of skills, and students who are preparing for the Sun Microsystems Java certification exam. Three hours lecture; three-hour lab. PREREQUISITE: CSCI-110 or CSCI-111; CO-REQUISITE: CSCI-211L.

#### **CSCI-310 — MACHINE AND ASSEMBLY LANGUAGE**

**4 credits**

A study of data representation, instruction sets, and functional units found in typical computers is presented. The focus of this investigation is on the 8088 microprocessor, the processor used in the IBM PC. Topics to be discussed include: number systems, register configuration, instruction sets, addressing modes, program segmentation, arithmetic operations, data structure operations, floating point (8087) operations, and interrupt processing. Borland's turbo assembler and turbo debugger will be used to code and verify assignments. Macros, assemblers, and linkers will also be discussed. PREREQUISITE: CSCI-111.

#### **CSCI-321 — COMPUTER ORGANIZATION & DIGITAL LOGIC**

**4 credits**

Introduction to the analysis and design of combination and sequential logic using Boolean algebra, Karnaugh Maps, and register transfer techniques. Logic design with integrated circuits. Flip-flops, registers, memory, and input/output devices are among the devices to be discussed. A three-hour lab is required with this course. PREREQUISITES: CSCI-111.

#### **CSCI-401 — DATA STRUCTURES AND ALGORITHMS**

**4 credits**

Analysis of algorithms that manipulate information organized in structures such as lists, trees, and graphs. Simple, circular, multilinked lists. Stacks and queues. Balancing algorithms for tree structures. Advanced search/sort techniques. Hashing methods. Data-base management system design using the techniques discussed. PREREQUISITES: CSCI-111, or permission of instructor.

#### **CSCI-420 — PROGRAMMING IN JAVA**

**4 credits**

The purpose of this course is to guide students in using Java to write stand-alone applications and applets to be run by a Java-enabled web browser. Java is an object-oriented language which syntactically resembles C++. It was designed to be a machine-independent language that is general enough to handle all of our application needs and yet is safe enough to run over the Internet. It comes with a rich collection of packages (class libraries) with which to build GUIs, display images, and handle network protocols. This course will study Java and its class libraries. Both stand-alone and GUI apps will be written. PREREQUISITE: CSCI-110.

## **Computer Systems Engineering Technology**

#### **CSCO-100 — CISCO NETWORKING 1**

**4 credits**

This course introduced the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs use a "model Internet" to allow students to analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling; performing basic configuration of network devices, including routers and switches; and implementing IP addressing schemes. Three lectures and three lab hours.



**CSET-101 — BASIC COMPUTER MAINTENANCE****3 credits**

This is an introductory course for people interested in PC-based computer systems. The objective of the course is to provide an introduction to the fundamental concepts of PC use in business and industry. The course starts with an overview of basic PC operating systems and moves into hardware, software, and then networking. A large part of each session will be hands-on, covering basics of computer maintenance and repair. **PREREQUISITE:** Completion of DWRT-099 or placement in ENGL-100, and completion of ALGB-083 or placement at ALGB-091.

**CSET-111— INTRODUCTION TO PROGRAMMING****3 credits**

In this course the student will learn programming using the PERL language. It concentrates on basic principles of program design, structured programming, objects, and debugging. This course is intended as an introduction to the core principles of programming. CSET-111 is recommended as a first course in programming for novice programmers before attempting C, C++, and Java. It is used as a scripting language on Linux and as a scripting language for some applications that run on Linux. CSET-111 is also suitable for those who want some introductory Linux programming experience. Three hours lecture. **PREREQUISITE:** Students are expected to have basic computer skills, but no prior command line skills or Linux experience is assumed.

**CSCO-170 — CISCO NETWORKING 1****4 credits**

This course is the first in a three-course series on Cisco networking. Using a combination of instructor-led, web-based, and hands-on lab materials, students begin to learn how to design, install, and maintain internetworks. Topics include the OSI model, internetworking devices, IP addressing, LAN media and topologies, structured cabling, PC hardware and software, patch cables, installation of structured cabling, cable management techniques, and the use of test equipment. In this course, students will maintain an engineering journal, work in engineering teams, and learn to manage networking projects.

**CSCO-200 — CISCO NETWORKING 2****4 credits**

This course describes the architecture, components and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP, and OSPF. By the end of this course, students will be able to recognize and correct common routing issues and problems. Each chapter walks the student through a basic procedural lab, and then presents basic configuration, implementation, and troubleshooting labs. Packet Tracer (PT) activities reinforce new concepts, and allow students to model and analyze routing processes that may be difficult to visualize or understand. **PREREQUISITE:** CSCO-100 or CSCO-170

**CSET-210 — INTRODUCTION TO COMPUTER SYSTEMS****3 credits**

This is an introductory course that will prepare Computer Systems Engineering Technology students for more advanced courses in the department. Hands-on coverage includes popular PC operating systems and hardware. Specific topics include system booting, system configuration, BIOS, disk management, CPUs, bus architectures, power supplies, disk drives, memory, multimedia, field replaceable units (FRUs), and network devices. Students learn how hardware devices integrate into and work with an operating system. The Internet is used extensively for research including product documentation, software upgrades, driver upgrades, and product comparison. In the lab students will use a collection of hardware and software components to build, modify, upgrade, and troubleshoot today's popular PC hardware and operating systems.

**CSET-242 — COMPUTER PROGRAMMING****3 credits**

In this course the student will learn the C language. After an introduction to the C environment, the concepts of data and input/output, operators, expressions and statements, and program flow control will be covered. Next, functions, arrays, pointers and structures, unions and bitfields will be studied. Finally, file input and output, and graphics programming will be introduced. The laboratory portion of this course will allow the student an opportunity to construct, run and test C programs on a PC. **PREREQUISITE:** ESET-111 Intro to CAET, or permission of instructor.



**CSET-254 — COMPUTER SYSTEMS****4 credits**

This course covers the advanced hardware and software issues concerning current personal computer systems. Topics include video displays and drivers, bus systems, memory systems, BIOS upgrades, RS-232, SCSI, USB, IEEE-1394, I/O devices, printers, magnetic and optical system devices, backup strategies including RAID storage and tape drives, scanners, modems, and systems integration. The lab portion of the course will allow students to verify the concepts introduced in class. Three class hours and three lab hours. **PREREQUISITE:** CSET-210 or permission of instructor. **CO-REQUISITE:** CSET-256.

**CSET-256 — LINUX COMMAND AND SHELL PROGRAMMING****3 credits**

This course covers three command line and shell scripting platforms: Linux/Apple BASH shell, AppleScript, and the Windows command line. The bulk of the material involves the BASH shell, with examples from other platforms. BASH runs natively on Linux, BSD, and Apple OSX. Linux-compatible systems are capable of running other shells. The topics covered are primarily targeted at automating system administration tasks; workflow automation; and the skill sets for Linux, OSX, and Windows system administrators or advanced users. Some simple PERL and Python scripts may be introduced for parsing of system, network, and security logs to produce activity reports. Topics include: logging in and logging out of the user accounts; remote access using secure shell (SSH); process control; file system commands; file system types and characteristics; encryption and decryption commands; file and directory permissions; user and group security; access to removable and remote storage; remote access to heterogeneous systems; system monitoring and logs; system editors such as vi and nano; moving files through the network securely; hardware status and configuration commands; system log rotation and reporting; and the contents of key configuration files that configure the security, networking, the boot process, scheduling, and applications. **PREREQUISITE:** Students are expected to have basic computer skills, but no prior command line skills or Linux experience is assumed.

**CSCO-270 — CISCO NETWORKING 2****4 credits**

This course is the second in a three-course series on Cisco networking. Using a combination of instructor-led, web-based, and hands-on lab materials, students continue to learn how to design, install, and maintain internetworks. Topics include the OSI model layers 1-7, WANs, routers, using a router, router components, router startup and setup, router configurations, IOS, TCP/IP, and IP addressing and routing protocols. Students will continue to maintain an engineering journal, work in engineering teams, and learn to manage networking projects. **PREREQUISITE:** CSCO-170.

**CSET-300 — CISCO NETWORKING 3****4 credits**

This course helps students develop an in-depth understanding of how switches operate and are implemented in the LAN environment for small and large networks. Beginning with a foundational overview of Ethernet, this course provides detailed explanations of LAN switch operation VLAN implementation, Rapid Spanning Tree Protocol (RSTP), VLAN Trunking Protocol (VTP), InterVLAN routing, and wireless network operations. Students analyze, configure, verify, and troubleshoot VLANs, RSTP, VTP, and wireless networks. Campus network design and Layer 3 switching concepts are introduced. **PREREQUISITE:** CSCO-100 or CSCO-170

**CSET-310 — MICROCONTROLLER THEORY****3 credits**

This course covers the theory of microcontrollers and how they are used as the basic building block for data acquisition and control applications. After an introduction to the history and evolution of microcontrollers, the basic hardware and programmer's model of a typical present-day microcontroller (68HCXX series) is presented. The instruction set and development platform are examined, and methods of interfacing a typical microcontroller to the analog world are studied. The lab portion of the course allows the student to gain experience with microcontroller programming and interfacing techniques. **PREREQUISITE:** Senior standing or permission of instructor

**CSET-333 — MACHINE AND ASSEMBLY LANGUAGE PROGRAMMING****3 credits**

Programming in Intel 8086 series assembly language is taught in this course. Assembly language technique and development methods will be covered in detail. Students will be required to write, debug, and document programs in 8086 assembly language. Larger problems and projects are composed of a combination of C and 8086 assembly languages. Additionally, programming topics in Motorola 68HC11 assembly language will be covered as necessary. Documentation and a methodical software development practice will be stressed. The 68HC11EVB is used in digital labs 1 and 2. Use and understanding of standard program maintenance/development utilities such as search, diffs, make and profiler will be required. **PREREQUISITES:** Senior standing in CSET or permission of instructor.

**CSET-343 — LINEAR CIRCUITS****4 credits**

This course presents material about the theory and operation of discrete solid state devices such as diodes and transistors. Biasing techniques and practical applications are emphasized. The next portion of the course covers the operational amplifier. Use of the Op-Amp as a building block type of circuit is covered in detail. The laboratory portion of the course allows the student to gain practical hands-on experience in the construction and troubleshooting of typical active circuits such as amplifiers and oscillators using linear integrated circuits. **PREREQUISITES:** ESET-130 and ESET-230 or ESET-110, 115, 210 and 215.

**CSET-344 — COMPUTER PROGRAMMING****4 credits**

In this course the student will learn the C language. After an introduction to the C environment, the concepts of data and input/output, operators, expressions and statements, and program flow control will be covered. Next, functions, arrays, pointers and structures, unions and bitfields will be studied. Finally, file input and output, and graphics programming will be introduced. The lab portion of this course will allow the student an opportunity to construct, run, and test C programs on a PC. Three hours lecture. **PREREQUISITES:** ESET-260, CSET-210; **CO-REQUISITE:** CSET-344L

**CSET-345 — OPERATING SYSTEMS 1****4 credits**

This course will introduce the student to network operating systems such as Microsoft Windows 2000 Server and Linux/UNIX through lectures, demonstrations, and discussions. The course covers basic operating system theory, OS services, file systems, scheduling and memory management. The student will also learn how to install and administer popular operating systems, network protocols, and services such as virtual private networking, Routing and Remote Access Service, DHCP, WINS, and DNS. Students will gain experience with data back-up and disaster recovery systems and options. A three-hour lab component is included to give hands-on experience with these topics. **PREREQUISITE:** CSET-210, and ESET-260. Three hours lecture. Instructor's consent required. **CO-REQUISITE:** CSET-345L

**CSET-360 — COMPUTER NETWORKING 1****4 credits**

This course introduces the student to the concepts of computer networking. Hands-on coverage will include the basic technologies used in Local Area Networks (LANs) including different networking models and various logical and physical topologies used in common networks such as Ethernet, Token Ring, and FDDI. The transmission of data and different data transmission media will also be studied. Topics including Network Interface Cards (NICs), storage devices, network cabling, printers, and network optimization will also be covered in detail. In the lab, students will use a collection of individual hardware components and software to construct and troubleshoot a complete local area network. **PREREQUISITE:** CSET-241

**CSCO-370 — CISCO NETWORKING 3 & 4****4 credits**

This course is the third in a three-course series on Cisco networking. Using a combination of instructor-led, web-based, and hands-on lab materials, students continue to learn how to design, install, and maintain internetworks. Topics include a review of past material, LAN switching, VLANs, LAN design, IGRP, access lists, and IPX. Threaded Case Studies (TCS) are used extensively in this course as students continue working in engineering teams and learn to design, install, and manage networking projects. Additional topics include WANs, WAN design, PPP, ISDN, frame relay, and review for the Cisco CCNA exam. **PREREQUISITE:** CSCO-270.



**CSET-384 — COMPUTER AND NETWORK SECURITY****3 credits**

Topics include security management practices, access control systems, telecommunications and network security, public and private key cryptography, security concerns for application and software development, business continuity planning, and disaster recovery planning. Students will be able to select and use cryptographic tools to secure data, examine firewall settings, use and verify common cryptographic hash signatures, and create signed files. Target skills are the creation and maintenance of a security plan, the system administrator's responsibilities to implement the plan, techniques and tools to audit and monitor security, threat analysis, and increasing security awareness. An overview of the current security certifications and their requirements will be given at the end of the class. **PREREQUISITES:** Students are expected to have some computer and network experience. Some homework requires internet access to the department's servers. Students may take the course at the instructor's discretion.

**CSCO-400 — CISCO NETWORKING 4****4 credits**

This course explains the principles of traffic control and access control lists (ACLs) and provides an overview of the services and protocols at the data link layer for wide-area access. Students learn about user access technologies and devices and discover how to implement and configure Point-to-Point Protocol (PPP), Point-to-Point over Ethernet (PPPoE), DSL, and Frame Relay. WAN security concepts, tunneling and VPN basics are introduced. The course concludes with a discussion of the special network services required by converged applications and an introduction to quality of Services. **PREREQUISITE:** CSCO-200

**CSET-420 — MICROPROCESSOR THEORY****3 credits**

This course covers microprocessor hardware and software, and the theoretical and practical aspects of interface design. The processor, memory, and input/output devices are covered. Architectural features of current microprocessors and microcontrollers (Pentium to 8088, 68040 to 68000) and microcontrollers (68HC11, 8051, 8052) are examined. Peripheral circuitry, peripheral programming techniques, and special purpose peripheral ICs are covered, as well as memory types, decoder circuits, and memory hierarchy. Honors component available.

**CSET-440 — MICROPROCESSOR INTERFACING****4 credits**

This course deals with the hardware necessary to build microprocessor-based systems from basic building block components. Both theoretical and practical aspects of interfacing processor, memory, and input/output devices are discussed. Topics include grounding, shielding and system construction, interrupt circuitry, memory interfacing, direct memory access, bus systems, and interface components. The laboratory portion of the course will allow the student to gain practical hands-on experience with the programming, interfacing and application of the microprocessor/microcomputer to real world systems. A three-hour lab is required with this course. **PREREQUISITE:** Senior standing in CSET or permission of instructor.

**CSET-441 — EMBEDDED CONTROLLERS****3 credits**

This course covers the basics necessary to develop microprocessor-based embedded systems. Embedded systems range from small microcontrollers to arrays of processors. Students study configurations, connectors, signal levels, and device addresses, as well as basic communication, file and data transfer programs, ROM programming, modem basics and BIOS programming. An overview of common microprocessor and microcontroller architecture is included. **PREREQUISITE:** CSET-360.

**CSET-445 — OPERATING SYSTEMS 2****4 credits**

This course will show the student how to plan the network infrastructure around features supported by Windows 2000, Novell Netware, and Linux/UNIX. Issues such as network protocols and services are compared based on the requirements of the company or organization. In addition, the importance of the Transmission Control Protocol/Internet Protocol (TCP/IP) for enterprise networks is emphasized. This includes using Domain Name System (DNS), Windows Internet Name Service (WINS), NAT, Certificate Services, and Dynamic Host Configuration Protocol (DHCP.) The student will also learn how to configure, manage, secure,



and troubleshoot features and services for operating systems, including routing and remote access. A three-hour lab component is included to give hands-on experience with these topics. Three hours lecture. PREREQUISITE: senior standing in CSET or permission of instructor, CSET-345; CO-REQUISITE: CSET-445L.

#### **CSET-451 — COMPUTER PERIPHERALS**

**3 credits**

Computer peripherals are studied in this course. Coverage includes magnetic and optical storage devices, ESDI and SCSI interfaces, hierarchical storage controllers, input/output devices such as printers and video displays, and computer integration topics using the PC, PC-AT and PS/2s as guides. PREREQUISITE: Senior standing in CSET or permission of instructor.

#### **CSET-452 - COMPUTER SYSTEMS**

**4 credits**

This course covers the advanced hardware and software issues concerning current PC systems. Topics include: video displays and drivers, bus systems, memory systems, BIOS upgrades, RS-232, SCSI, USB, IEEE-1394, I/O devices, magnetic and optical storage devices, modems and systems integration. Discussions will also include emerging technologies in the PC field. The lab portion of the course will allow students to verify the concepts introduced in class. Four hours lecture. PREREQUISITES: senior standing in CSET or permission of instructor, CSET-210 and CSET 345; CO-REQUISITE: CSET-452L.

#### **CSET-460 — ADVANCED COMPUTER NETWORKING**

**4 credits**

This course continues the concepts of computer networking and concentrates on enhancing the material learned in CSET-360. Advanced network topics including asynchronous and synchronous data communications, multiplexing, switching, advanced fiber networks, the Public Switched Telephone Network (PSTN), and Integrated Services Data Networks (ISDN) will be covered. Students will learn to inter-network different networks using sub-networks, bridging, and routing. System upgrades, management, enhancement, troubleshooting, and integration will be stressed using modern hardware and popular networking operating systems such as UNIX, Windows NT Server, and NetWare. In the lab, students will continue to construct and work with various network configurations as real-world situations and problems are presented and solved. PREREQUISITE: CSET-360

#### **CSET-480 — APPLICATION SERVERS**

**4 credits**

This course covers common server applications commonly found on Linux, BSD, OSX, and Windows servers. These application server technologies typically form the foundation for more complex information technology systems. Topics and server technologies covered include firewalls (iptables), email servers such as Postfix and MS Exchange, database servers (MySQL, SQLite), web servers (Apache, IIS), Samba, network file system (NFS), Common Unix Printing (CUPS), and server-side web technology (PHP, ASP). Students are expected to install and configure the servers in lab. Target skills are the installation and configuration of the server software system, testing the installation, backup and configuration management plans, and security concerns. PREREQUISITE: CSET-256, Linux Command Line and Shell Programming. Students are expected to be advanced users who have BASH and Windows command line experience, system administration skills, and TCP /IP networking knowledge. CO-REQUISITE: CSET-455 Operating Systems 2.

## Cosmetology

### **COSM-120 — COSMETOLOGY SKILLS 1**

**2 credits**

The student learns the theory of shampoo, decontamination, infection control and safety, scalp/hair disorders/diseases, hairstyling, the chemistry of shampoo and permanent wave, hairstyling for student competition, communication and computer skills. Professional image and portfolio preparation are integrated. Two hours lecture. PREREQUISITES: Placement at DRDG-092 or higher. CO-REQUISITES: BIOL-146, COSM-121, COSM-122, COSM-123.

### **COSM-121 — COSMETOLOGY LAB 1**

**6 credits**

The student learns the techniques and procedures of haircutting, permanent waving, scalp treatments, shampooing, finger waving, pin curling, hair pressing, hairstyling, blow drying, thermal ironing, and an introduction to hairstyling for competition. Mannequin heads are used for practice under the supervision of a licensed instructor. Occupational safety and sanitation during each procedure are integrated and practiced. After meeting all requirements, the student will perform these skills in the STCC Cosmetology Client Lab. Twenty-five hours clinical. PREREQUISITE: Placement at DRDG-092 or higher. CO-REQUISITES: BIOL-146, COSM-120, COSM-122, COSM-123.

### **COSM-122 — AESTHETICS 1**

**2 credits**

This course is designed to develop knowledge of the basic techniques utilized in the performance of manicures and facials. Theory of massage, skin care, nail disorders/ diseases, infection control, and safety are studied. Professional image, portfolio presentation, effective communication, and computer skills are incorporated. Two hours lecture. PREREQUISITE: Placement at DRDG-092 or higher. CO-REQUISITES: BIOL-146, COSM-120, COSM-121, COSM-123.

### **COSM-123 — AESTHETICS LAB 1**

**2 credits**

Students will learn the skills necessary for facials, manicures, and application of nail mend. Artificial nails and nail art are introduced. Occupational safety, including infection control requirements inherent in each procedure, is practiced. After meeting requirements, students will perform these skills in the STCC Cosmetology Client Lab under the supervision of a licensed instructor. Professional image, communication, and computer skills are also incorporated. Four hours laboratory. PREREQUISITE: Placement at DRDG-092 or higher. CO-REQUISITES: BIOL-146, COSM-120, COSM-121, COSM-122.

### **COSM-220 — COSMETOLOGY SKILLS 2**

**2 credits**

This course is a continuation of COSM-120. Theoretical concepts of hair color, chemical relaxing, hair pressing, artificial hair, and soft curl perms are studied. Disinfection and safety concepts are integrated. Electricity and light therapy, portfolio preparation, and communication skills are integrated as part of this course. Two hours lecture. PREREQUISITES: BIOL-146, COSM-120, COSM-121, COSM-122, COSM-123. CO-REQUISITES: SBE-125, COSM-221, COSM-222, COSM-223.

### **COSM-221 — COSMETOLOGY LAB 2**

**6 credits**

This course is a continuation of Cosmetology Skills Lab 1. Hair coloring procedures and skills such as highlighting, dimensional re-touch/glaze, chemical relaxing, soft curl perms, advanced haircutting, and permanent techniques and procedures are studied in depth and practiced on mannequins. After meeting these requirements, students complete the competency requirements for each procedure in the STCC Client Lab. A portfolio of the student's accomplishments is required. Professional image communication skills, computer skills, and safety and infection control are integrated. Twenty-five hours clinical. PREREQUISITES: BIOL-146, COSM-120, COSM-121, COSM-122, COSM-123. CO-REQUISITES: SBE-125, COSM-220, COSM-222, COSM-223.

**COSM-222 — AESTHETICS 2****2 credits**

The student will learn the theoretical components of superfluous hair removal and makeup. Resume and portfolio preparation are incorporated. Infection control and the safety practices inherent in each component are studied. CD-ROMs reinforce the recommended concepts and methodologies which students learn in the program. A computerized test environment is implemented as licensure is prepared for. Two hours lecture. **PREREQUISITES:** BIOL-146, COSM-120, COSM-121, COSM-122, COSM-123. **CO-REQUISITES:** SMBE-125, COSM-220, COSM-221, COSM-223.

**COSM-223 — AESTHETICS LAB 2****2 credits**

As a continuation of Aesthetics Lab 1, basic procedures for makeup and superfluous hair removal are practiced. Manicures and facials are part of this course and must be practiced in the STCC Client Lab in order to meet the competency requirement. Communication, professional image, infection control, and the safety practices inherent in each procedure are performed by the student as part of each competency. Four hours laboratory. Equivalent to COSM-216, COSM-214. **PREREQUISITES:** BIOL-146, COSM-120, COSM-121, COSM-122, COSM-123. **CO-REQUISITES:** SMBE-125, COSM-220, COSM-221, COSM-222.

## Criminal Justice (See Law Enforcement/Criminal Justice)

## Dental Assistant

**DAST-100 — DENTAL ASSISTING TECHNIQUES 1****3 credits**

This course is primarily designed to educate the student in the proper identification, care and use of all types of dental equipment and instruments. As the student progresses, he/she will have a working knowledge of tray set-ups and instrument sequencing for each dental procedure to enable the student to utilize 4-handed chairside assisting effectively. Aseptic techniques, including an understanding of the principles of microbiology, sterilization and infection control are emphasized in this introductory course. In addition, dental terminology and charting procedures will be discussed. **CO-REQUISITE:** DAST-100L.

**DAST-102 — ORAL ANATOMY****2 credits**

Study of the anatomy, embryology and histology of oral structures with emphasis on deciduous and permanent dentitions including morphology, eruption, function and occlusions.

**DAST-103 — DENTAL RADIOLOGY 1****3 credits**

This course is primarily designed to afford the student an opportunity to integrate the theoretical as well as the practical application of exposing, processing, mounting and interpreting full-mouth and bite-wing radiographs through the use of the bisecting and paralleling techniques. These goals are achieved through the utilization of simulated exercises and clinical practice which will aid the student in developing radiographic expertise. In addition, panoramic radiography will be discussed. **CO-REQUISITE:** DAST-103L.

**DAST-105 — DENTAL SCIENCES 1****2 credits**

This course is primarily designed to educate the student in all phases of diet, nutrition, and oral health. It is intended to familiarize the student with basic nutritional deficiencies and oral manifestations that the patient may experience as a result of his/her dietary habits. Also covered in the course are the principles of nutritional counseling. As the student progresses, he/she will have a working knowledge of the techniques of counseling patients according to their specific dietary and oral health needs.



**DAST-106 — DENTAL MATERIALS 1****3 credits**

The chemical, physical and manipulative properties of common materials are studied. Attempt is made to correlate the various materials used in dentistry to the principles and practices of major specialties in dentistry. The role of the dental auxiliary in the manipulation and application of these materials is stressed. CO-REQUISITE: DAST-106L.

**DAST-200 — DENTAL ASSISTING TECHNIQUES 2****3 credits**

A continuation of first semester, this course seeks to advance the skill and dexterity of the student in all techniques. There is a coordination of activities in an effort to combine efficient chairside performance with general dental assisting tasks. Additionally, this course is designed to enhance the student's awareness of various employment opportunities that will be available upon graduation. To accomplish this goal, the student will pursue an in-depth study of the numerous dental specialties, including periodontics, orthodontics, oral surgery, and endodontics, to name a few. With this knowledge, the student should be able to integrate effectively the theory of dental assisting with the practical application of all procedures. In order to educate the student as to his/her legal responsibilities to the dentist, the patient, and ultimately to the field of dental assisting, the student will also receive lectures on ethics and jurisprudence as they pertain to the practice of dentistry. PREREQUISITE: DAST-100; CO-REQUISITE: DAST-200L.

**DAST-201 — DENTAL SCIENCES 2****3 credits**

This course is designed to familiarize the student with the various tissue changes that may occur in the patient's oral cavity as a result of pathological and/or systemic conditions. Also included will be a study of medical emergencies and their respective first-aid treatment procedures. Specific types of pharmacological agents that are utilized in the dental office in order to alleviate pain and fear or enhance anesthesia as well as those agents which are prescribed to the patient to control systemic disease will be discussed. The student will be required to enroll in and pass a Certified Cardiopulmonary Resuscitation course which will be offered in conjunction with this area of study. PREREQUISITE: DAST-105, successful completion of fall semester courses with a "C" (73%) or better. Successful completion of a basic life support and recognition (certification) with current status in the academic year.

**DAST-202 — DENTAL RECORDS****2 credits**

This course is primarily designed for the dental assistant. Included will be basic business procedures which are essential to the effective management and control of the dental office. Business skills are reviewed and developed for practical application in the office. In addition, procedures in filing, banking, billing, managing the appointment book, organizing a preventive recall system, insurance, tax forms, and all types of financial transactions which might be found in the dental practice will be explored. PREREQUISITE: DAST-100.

**DAST-203 — DENTAL RADIOLOGY 2****1 credit**

A continuation of the first semester, this laboratory course enables the student to further enhance his/her skills in the techniques of radiographs through the utilization of the bisecting and paralleling techniques. These goals are achieved through the use of simulated exercises and clinical practice on patients which will aid the student in developing radiographic expertise within the dental office. PREREQUISITE: DAST-103. Successful completion of fall semester courses with a "C" (73%) or better. Successful completion of a basic life support and recognition (certification) with current status in the academic year.

**DAST-204 — CLINICAL AFFILIATION****5 credits**

Since the College does not have a dental school with which to affiliate, this portion of the student's training is accomplished through the continued interest and cooperation of our area dental society. At this time, the student should be able to expand his/her dental assisting education and to improve his/her chairside skills under the direct supervision of dentists and auxiliary personnel. PREREQUISITES: DAST-100, DAST-102, DAST-103, DAST-105, DAST-106.

# Dental Hygiene

## DHYG-101 — CLINICAL PRACTICE 1

4 credits

Lectures and preclinical laboratory sessions are presented to introduce the etiology and prevention of dental diseases, normal oral conditions and common deviations, theory and practice in specific clinical techniques in the practice of dental hygiene. Students must pass both laboratory and theoretical components of the course in order to continue in the program. CO-REQUISITE: DHYG-101L.

## DHYG-103 — ORAL ANATOMY 1

2 credits

This course is designed to familiarize the dental hygiene student with the anatomical components and functions of the teeth and supporting structures. Soft tissue landmarks of the oral cavity, dental terminology, and occlusion will be studied.

## DHYG-104 — DENTAL RADIOLOGY

3 credits

This course will explore the basics of dental radiology, including x-ray physics, characteristics of radiation, the dental x-ray machine, effects of radiation exposure, radiation protection, image receptors, processing, digital radiography, dental radiographic anatomy, and intra-oral radiographic procedures. Students will learn intra and extraoral radiographic procedures in the laboratory. CO-REQUISITE: DHYG-104L.

## DHYG-200 — NUTRITION AND ORAL HEALTH

2 credits

This introductory course is designed to familiarize the dental hygiene student with the basic concepts and principles of nutrition. Emphasis will be placed on those nutrients which will have an overall effect on the oral cavity. Disease entities which may affect the healing response of the oral environment will be covered. Counseling techniques for diet modification will be introduced. PREREQUISITE: BIOL-140.

## DHYG-201 — ORAL PATHOLOGY

2 credits

Introduction to the basic principles of disease pertaining to the head and oral structures will provide the background for recognition of such diseases within the scope of the dental hygienist's practice and responsibility.

## DHYG-202 — CLINICAL PRACTICE 2

5 credits

A continuation of Clinical Practice 1, this course will offer theoretical and clinical application of concepts related to dental hygiene care. Students will be introduced to the clinical phases of practice, assessment of the patient's needs, the dental hygiene diagnosis, implementation of various dental hygiene procedures, and the process of evaluating outcomes of patient treatment. Care and treatment of medically compromised patients is introduced. PREREQUISITES: DHYG-101, DHYG-103, DHYG-104; CO-REQUISITE: DHYG-202L.

## DHYG-203 — ORAL ANATOMY 2

2 credits

A continuation of Oral Anatomy 1 DHYG-103 with emphasis on the embryology and histology of the maxillofacial area and dental structures. Attention will be given to skeletal structure, muscle function, blood supply, and innervation of the maxillofacial region. PREREQUISITES: DHYG-103, BIOL-132.

## DHYG-300 — PERIODONTOLOGY

2 credits

This course will explore the pathogenesis, diagnosis, and treatment of periodontal disease. Emphasis will be given to the microbiological progression of periodontal disease, host response, diagnostic methods, treatment philosophies, treatment modalities, and the role of the dental hygienist in the treatment and prevention of periodontal disease. PREREQUISITE: DHYG-202.

**DHYG-301 — DENTAL MATERIALS****3 credits**

This course is designed to familiarize the dental hygiene student with knowledge of the various dental materials placed in and around the oral environment. Focus will be placed on the composition, chemistry, clinical properties, mixing techniques, recontouring and finishing techniques, and the advantages, disadvantages, and setting times of the more common materials utilized in the dental setting. The role of the dental auxiliary in the manipulation and application of these materials is stressed. Students must pass both the clinical and theoretical components of the course in order to continue in the program. CO-REQUISITE: DHYG-301L

**DHYG-302 — PHARMACOLOGY****2 credits**

Study of a variety of drug groups with special emphasis on the drugs particularly used in dentistry. Emphasis will be placed on the physical and chemical properties, modes of administration, therapeutic and adverse effects, and interaction of various drug groups. PREREQUISITE: BIOL-140

**DHYG-303 — CLINICAL PRACTICE 3****6 credits**

A course designed to enhance the comprehension of dental hygiene services and to apply basic sciences to the practice of dental hygiene. The students will learn to expand upon their basic skills in areas such as radiographic interpretation, recognition and charting of periodontal diseases, advanced hand instrumentation, evidence-based research, and periodontal debridement. A continuation of the care of medically-compromised patients such as those with bronchopulmonary disease, cancer, hepatitis, those who are developmentally disabled, and other special needs patients is included. Application of theoretical concepts to clinical techniques will enable the student to provide total patient care. Students must pass the clinical and theoretical components of the course in order to continue in the program.

PREREQUISITE: DHYG-202, DHYG-202L; CO-REQUISITE: DHYG-303L.

**DHYG-400 — COMMUNITY DENTAL HEALTH****3 credits**

An introduction to dental public health with an emphasis on dental care delivery, demographics of dental health, dental epidemiology, biostatistics, oral health education, planning and implementation of community dental programs, and research in dental public health. Students will assess the oral health needs of a population, and will plan, implement, and evaluate a community field project at a local health or educational facility.

**DHYG-401 — CLINICAL PRACTICE 4****6 credits**

A course designed to provide students with the theoretical background needed to perform advanced clinical procedures, to function as a respected member of the oral health team in any dental practice setting, and to utilize higher level thinking to make decisions regarding patient care. Emphasis is placed on periodontal therapy for dental hygienists, ethics, and jurisprudence in dentistry, application for employment, appointment control and recall systems. Simulation exercises, role playing, reading and research in the field will enable the dental hygiene students to discover their personal ethics and values in dentistry, so that they will be able to handle most situations in the dental environment. Students must pass both clinical and theoretical components of the course in order to complete the Dental Hygiene curriculum. PREREQUISITE: DHYG-303; CO-REQUISITE: DHYG-401L.

**DHYG-402 — APPLIED DENTAL AUXILIARY SKILLS****2 credits**

This course is designed to provide the student with the requisite knowledge and practice necessary to meet Mass. certification requirements to perform local anesthesia techniques. The utilization of nitrous oxide for sedation will be addressed. In addition, students will be prepared to provide sealant treatments for caries control, tooth whitening procedures, diagnostic tests, and to use intra-oral imaging tools. All procedures will be taught to clinical competence, with the exception of nitrous oxide sedation. CO-REQUISITE: DHYG-402L



## Developmental English (See English)

## Diagnostic Medical Imaging (See Nuclear Medicine, Radiography, Sonography)

## Digital Media Production

### **TPRD-100 — INTRODUCTION TO MULTIMEDIA**

**3 credits**

In this course, students will develop a personal definition of multimedia and multimedia quality, and understand a typology of multimedia applications derived from direct experience with existing multimedia materials. In addition, the students will develop an awareness of issues in the creation and delivery of multimedia products, and the role of the multimedia technologist in multimedia-using or -producing organizations. Finally, the course will outline future trends and opportunities in the multimedia technologies. Three lecture hours and 3 lab hours. PREREQUISITE: None

### **TPRD-112 — WRITING FOR ELECTRONIC MEDIA**

**3 credits**

Students develop a working foundation in writing for all aspects of electronic media, including television, radio, and computer-based multimedia formats. Students are taught writing skills as they relate to news, drama, advertising, and public relations, as well as narrative styles for documentary production. This class will explore how writing for broadcast and multimedia applications differs from compositional writing. Also, the class will cover the ethics and responsibilities involved in writing for a wide, potentially global audience. PREREQUISITE OR CO-REQUISITE: ENGL-100.

### **TPRD-125 — INTRODUCTION TO VIDEO PRODUCTION**

**4 credits**

The purpose of this course is to a) teach students the basic operations of a television studio; b) expose students to the basics of television production in the field; and c) introduce students to digital video editing. Through lecture and lab the course will allow students to learn and experiment in basic television production and direction, from the concept of an idea to its production in the studio, and finishing with an edited product. This course will also begin the process of teaching students how to work cooperatively in a group setting. The objective is to give individual students the opportunity to learn all of the aspects of broadcast production at an introductory level. These goals will be accomplished through small group lab projects. Lab required.

**TPRD-140 — INTRODUCTION TO MASS COMMUNICATION****3 credits**

This course familiarizes the student with the definitions of communication, the important role of the mass media in shaping our culture as well as the sophisticated mass media communications vehicles. The wide spectrum of communications — from the evolution of various media, to the impact on today's society, is explored. This includes programming philosophies/practices, image shaping, the First Amendment, information gathering, the world view of citizens, and what influence the media has on politics or politics on the media.

**TPRD-150 — INTRODUCTION TO DIGITAL EDITING****3 credits**

This introduction to video editing utilizes Apple Final Cut Pro edit systems to explore editing on a digital platform. Lectures will cover basic video editing techniques that students master during lab in the digital video editing facilities. Topics include application setup, interface layout, log and capture, types of edits — both audio and video — graphic elements, edit tools, transitions, basic compositing, filters, sound mixing, motion effects, and finishing and outputting an edit sequence.

**TPRD-200 — INTERNET MULTIMEDIA****3 credits**

Software tools and technical strategies for making web pages fully functional in terms of image quality, response to users, flexibility of revision, and hypertext linking to other related sites. Issues of file compatibility, compression, graphics processing, and speed optimization are covered, with emphasis on software tools such as Dreamweaver and Flash.

**TPRD-210 — ADVANCED TELEVISION WRITING****3 credits**

Having mastered the basics in the introductory course, this course focuses on script writing for production including news, public affairs, and corporate programming. Students will also research, write, and produce a short documentary. As with the prerequisite, writing comprises most of this course. **PREREQUISITE:** TPRD-112.

**TPRD-220 — DIGITAL FILM MAKING****3 credits**

Through viewing professional and student work, and utilizing the latest DV tools, students will explore the aspects of personal filmmaking. Through the course of the semester, students will develop their own script for what is referred to as a "calling card" film short. During the pre-production stage, students will have the opportunity to create a series of short experimental/avant garde productions. Students will experiment with light, color, camera movement, and camera placement. Traditional film techniques will also be explored through the directing and editing of dramatic scenes. The semester will conclude with students producing their own film short. **PREREQUISITE:** TPRD-125; **CO-REQUISITE:** TPRD-220L.

**TPRD-230 — SPEAKING ON TV****3 credits**

This class is similar to a speech class, but emphasizes the techniques needed to speak effectively and communicate to an audience through the camera. Proper professional on-camera behavior will also be covered. The student is introduced to various speaking styles and techniques, and then practices those techniques in taped studio settings. The students will perform the written material completed in TPRD-112 in this course. Formats such as individual editorial, commercial, corporate, and host/interview will be covered. The students will also act as a production crew for each other, so stated prerequisites must be completed. **PREREQUISITE:** TPRD-125; **CO-REQUISITE:** TPRD-112.

**TPRD-240 — FILM STRUCTURE AND ANALYSIS****3 credits**

A dynamic overview of narrative film structure that includes analyses of how movies express their meanings and how viewers interpret them. Topics include cinematography, production design, mise-en-scene, editing technique, sound design, and introductory film theory. Lectures include viewing films from a variety of genres, followed by discussion and writing assignments. **PREREQUISITES:** TPRD-140, ENGL-100, which can be concurrent.

**TPRD-310 — ADVANCED VIDEO PRODUCTION****3 credits**

This course is designed to help students become proficient in the craft of digital videography. Students will learn how to use a professional EFP camera and work on advanced shot composition. Students will also explore a range of lighting techniques for both field and indoor studio-based shooting. Topics will include depth of field, shot composition, iris settings, white and black balance, using filters, warm/cold-sharp/soft saturation/de-saturation set-up, skin control detail, and lighting tools and styles. Students will take part in shooting a video production and finishing it in post-production at the Final Cut Pro digital editing stations. Honors technical seminar available. PRE-REQUISITE: TPRD-125.

**TPRD-322 — TELEVISION JOURNALISM****3 credits**

Broadcast writing proficiency, production, and reporting are stressed, along with an examination of what news is, and what determination is made for story coverage. Through this course, students learn to compile information and collate, unearth evidence and appraise it, budget their time and energy, and develop an appreciation for accuracy. Students will also develop the ability through a hands-on approach, to produce a full news program. PREREQUISITES: TPRD-112, TPRD-210, TPRD-230,

**TPRD-331 — TV PRODUCTION PRACTICUM****2 credits**

Designed to provide students an exposure to professional settings, this course is taken on-site at a local cable, broadcast, medical, educational, or industrial video production facility. Activities will be determined by the on-site supervisor according to the current needs of the practicum institution. The equivalent of 6 hours per week of the semester is served on a schedule agreed to by the student and the site supervisor.

**TPRD-350 — ADVANCED DIGITAL VIDEO EDITING****3 credits**

This advanced video editing course uses Apple Final Cut Pro digital editing systems to cover the principles of continuity editing and special effects through compositing and animation. In learning these concepts, the following tools will be utilized: slide, roll, slip, razor, trim window, log and batch capture utility, along with the composite window and key frames. The software Boris FX and LiveType will also be covered. PREREQUISITE: TPRD-150 or TPRD-310; CO-REQUISITE: TPRD-350L

**TPRD-351 — VISUAL QUALITY AND AESTHETICS****3 credits**

This course offers an in-depth survey into the nature of visual aesthetics and visual quality evaluation systems for computer-synthesized images. We will take a close look at the visual scientific profiles that make images work both aesthetically and expressively, such as composition, lighting, tonal range, and color. We will also study the various empirical systems of measuring the quality of our visual images. Systems of image resolution, brightness range, density, and color specification will be discussed. A major concern of this course will be the conversion of original images into functional images for specific multimedia application. Through the combination of theoretical lecture and practical laboratory application, the student will learn to critically evaluate visual material for multimedia production. PREREQUISITES: ARTS-146, PHYS-256

**TPRD-352 — DIGITAL SOUND AND VIDEO DESIGN****3 credits**

Using software which performs the functions of a traditional professional sound studio, the course details methods for recording, mixing, shaping, creating, and otherwise composing sound flows for multimedia, motion pictures, and video. Topics include: limiters, companders, filters, flangers, time displacement, overlays, defect removal, frequency modifications, natural sources, and synthetic sources. Skills in these areas are applied aesthetically to communication projects done by students in the multimedia computer lab. Software includes After Effects, Logic Pro.



**TPRD-422 — TELEVISION NEWS PRODUCTION****3 credits**

Through a combination of classroom/studio laboratory time, students receive more hands-on advanced editorial techniques, further development of news production, and news informational programming. This course primarily focuses on combining the skills students have learned while in this department. This class is responsible for producing a live, closed circuit weekly newscast on the campus cable news network. **PREREQUISITE:** TPRD-322.

**TPRD-440 — DIGITAL VIDEO PORTFOLIO****3 credits**

This course is designed to teach students how to create a professional video portfolio using the latest digital media tools. Video streaming over the Internet will be demonstrated. Students will create a basic website that details a resume and links to selected compressed videos from previous semesters' projects. The second half of the semester will be spent learning the complexities of DVD production, including MPEG video compression, menu creation, and effective design techniques. Students will author a simple DVD highlighting their work. **PREREQUISITE:** 4th semester TPRD students, or permission of instructor.

**TPRD-451—INTERACTIVE MULTIMEDIA DESIGN****3 credits**

Students will develop skills, strategies, and techniques for the design of linear and nonlinear multimedia projects including interactive presentation, interactive video, and hypermedia including World Wide Web. Students will complete projects in which they address issues on project planning and implementation, media integration, repurposing of existing content, copyright, and human/computer interface design. Software includes Macromedia Director. **PREREQUISITES:** TPRD-100, ARTS-146

**TPRD-452 — MULTIMEDIA INTERACTIVE AUTHORIZING****3 credits**

Students will receive a hands-on introduction to the various metaphors of interactive multimedia authoring applications, and will complete individual and group projects including linear presentations, multimedia catalogs, and interactive video products. The projects will focus on application of multimedia to the areas of entertainment, education and training, and sales and marketing. Software includes Macromedia Flash. **PREREQUISITES:** TPRD-100, CMPA-103 or equivalent

**TPRD-453 — DIGITAL ANIMATION****3 credits**

Covers the computer tools and artistic methods used to create animation in the digital realm. Major topics are wire-frame model building, spline and polygonal methods for organic shapes, 3-D perspective, texture mapping, virtual lens and key frame for automatic in-betweening, QuickTime motion files, synchronizing motion to sounds, and final rendering of finished animations. **PREREQUISITES:** TPRD-100, ARTS-146, CMPA-103 or equivalent.

## Early Childhood Education

**CHLD-110 — CHILD GROWTH AND DEVELOPMENT****3 credits**

Examines the growth and development of young children from conception through early elementary school years in view of the contemporary theories and findings of Erikson, Piaget, and others. Contributions from pediatric, nutritional, social services and other disciplines are included. A major focus will be intellectual worlds. Alternative styles of child rearing in different cultures are integrated into the course. This course meets Office for Children requirements for training under Category A.

**CHLD-140 — SCHOOL-AGE CARE AND THE NSACA**

**3 credits**

This course presents relevant information pertaining to the need for school-age care and the variety of programming approaches that are available to children and their families to accommodate schedules and lifestyles. The National School-Age Care Alliance (NSACA) standards for quality care and NSACA accreditation are addressed specifically within the context of programming topics. Topics covered in this course include the need for developing relationships with home, school, and whole families; understanding the developmental needs of the school-age child; understanding the significant differences between day care and school-age care; and designing programs that accommodate different needs. This course also addresses the important topics of developing respectful, safe environments and activities that acknowledge preferences and independence in school-age children. Each topic is presented in the context of developmentally-appropriate practice. Three hours lecture.

**CHLD-251 — INVITING YOUNG CHILDREN INTO THE WORLD OF BOOKS**

**4 credits**

Literature genres that are appropriate for young children will be the focus of this course. Students will investigate picture books, non-fiction books, poetry, and folktales. In addition, they will explore teaching methods that encourage response to books. Author studies will be conducted, and illustrators and their techniques examined. A particular focus of this course will be using literature to promote understanding and respect for other cultures. Four hours lecture. PREREQUISITES: ENGL-100, CHLD-100, CHLD-110.

**CHLD-300 — LANGUAGE AND READING INSTRUCTION**

**4 credits**

This course focuses on literacy, creativity, linguistics, and development reading approaches for children from preschool through early elementary school, stresses the interrelatedness of the language arts (reading, writing, listening, speaking), and provides opportunities for students to develop ways of working with young children that emphasize creative expression and critical thinking in communication. Teaching strategies and learning materials that include print-rich environments and emphasize the child as a reader during the emergent, initial, and established stages of reading development skills in the areas of planning and presenting lessons, individualizing and sequencing curriculum and instruction, and using appropriate methods, media, and materials. PREREQUISITES: CHLD-100, CHLD-200, ENGL-100; CO-REQUISITE: CHLD-300L

**CHLD-340 — STRATEGIES FOR COMMUNICATING WITH FAMILIES**

**3 credits**

This course addresses elements of effective adult communication within the context of early education programs. Reading, writing, speaking and listening are critical and mutually dependent skills that are essential for developing positive and appropriate professional relationships with families and other professionals. Topics covered include verbal and non-verbal strategies for communicating with families and early childhood professionals and agencies for a variety of purposes. This course encourages students to develop communication habits that will enhance instruction and programming, while affirming and engaging families by using culturally competent and professionally-presented communication. Three hours lecture. PREREQUISITES: ENGL-100, CHLD-100, CHLD-110, CHLD-200, CHLD-300

## Economics

**ECON-100 — PRINCIPLES OF ECONOMICS 1**

**3 credits**

This course is primarily concerned with macroeconomics and aims at developing an understanding of American economic institutions and the economic problems of inflation, unemployment and economic growth. Emphasis is given to the principal tool of economists, the market model of demand and supply. The effects of both fiscal and monetary policies on the major problems of the economy are thoroughly explored. PREREQUISITE: None.

**ECON-200 — PRINCIPLES OF ECONOMICS 2****3 credits**

This course is sequential to Principles of Economics 1 and is primarily concerned with Microeconomics. Microeconomics deals with the subsystems of the economy such as the economics of the firm and the industry. The major emphasis is on a thorough analysis of supply and demand and of the four market structures. The theories and concepts are then applied to American major industries. PREREQUISITE: ECON-100.

**ECON-300 — CURRENT ECONOMIC PROBLEMS****3 credits**

A course designed to acquaint the student with several of the more important problems of our economy such as economic growth, unemployment, and the several ideologically-based prescriptions to these problems. PREREQUISITE: ECON-100.

**ECON-320 — DEVELOPMENT ECONOMICS SEMINAR****3 credits**

This seminar will survey various economic growth models with focus on the theories and issues of development economics as they apply to the real world economic situations in the Third World. The organizational structures and strategies designed to cope with issues and problems of economic development in the Third World will be analyzed. There will be an in-depth study done on the basis of selected countries in the Third World. PREREQUISITE: ECON-100. Honors component available.

## Education

**EDUC-319 — INTRODUCTION TO SPECIAL NEEDS****3 credits**

Participants gain an understanding of a variety of handicapping conditions. Students also study the laws that ensure educational equity for students with special needs, and instructional and curricular modifications that teachers may be expected to make for students with special needs. Ten hours of documented fieldwork are required.

**EDUC-320 — FOUNDATIONS OF EDUCATION: URBAN PERSPECTIVES****3 credits**

The objective of this class is to provide students with an introduction to the social, political, and economic conditions of contemporary urban schools such as inclusion, ability grouping, bilingual education, tracking, teaching education, and multi-cultural education. The future of urban education and alternative approaches will also be explored. Class assignments and participation in group discussions will facilitate critical thinking and develop an understanding of the American urban educational experience. PREREQUISITE: ENGL-100

## Electrical Engineering Technology

**ELEC-110 — BASIC ELECTRICITY 1****3 credits**

Basic Electricity 1 is the first electrical course students will take in the Electrical Engineering Technology program at STCC. The purpose of the course is to give students a firm foundation in electrical theory. The course covers DC circuit theory with an emphasis on circuit analysis, practical application, and troubleshooting. The thorough presentation and use of laboratory test equipment throughout the course enhances the student's understanding of electricity. PREREQUISITES: High school algebra 1 & 2, and placement in MATH-132.

**ELEC-122 — PRACTICAL PROBLEM SOLVING FOR TECHNICIANS****3 credits**

This entry-level course is designed to provide students with a substantial foundation in applied mathematics and symbolism utilized in the field of electricity and electronics. Problems related to the electrical field are used to encourage the student to apply logical deduction to arrive at an answer. An awareness of electronic symbols, basic circuits, component terminology, and calculator use will be developed throughout the course.



**ELEC-140 — BASIC PROGRAMMING FOR MICROCOMPUTERS****3 credits**

This is an introductory course requiring no previous knowledge of microcomputers. The course contains two distinct topics: microcomputer fundamentals, and BASIC programming. Microcomputer fundamentals include what is a computer system, its operation, and applications such as word processing. The operation of DOS and Windows are also addressed. The programming section will utilize QBASIC and provide applications that will enhance the student's ability to master other programming languages and the related field. This course builds the skills necessary for greater success in subsequent courses.

**ELEC-210 — BASIC ELECTRICITY 2****3 credits**

The continual expansion of knowledge opens new doors to employment opportunities. There is rapid change in the field of electricity. Behind all this change lies the basic core of electrical knowledge that a student must master. Basic Electricity 2 provides this basic framework with an introduction to alternating current and its comparison with direct current. The course covers AC circuit theory, AC circuit analysis, practical application, and troubleshooting. The lab associated with the course is intended to reinforce classroom theory. PREREQUISITES: ELEC-110, MATH-132.

**ELEC-241 — FUNDAMENTALS OF MOTOR CONTROL****3 credits**

A technologist in the electrical industry may be exposed to a great deal of information. Therefore, fundamentals of motor control, relay logic, and the related electrical theory are presented in a manner that is easy to understand and applicable to on-the-job situations. The theory of control, operation, and design is presented clearly and concisely. Students learn troubleshooting techniques related to real-world situations. PREREQUISITES: ELEC-110, ELEC-140, MATH-132; CO-REQUISITE: ELEC-210

**ELEC-260 — FLUID POWER TECHNOLOGY****3 credits**

This course provides a fundamental understanding of the physical principles of hydraulics and pneumatics in a logical building-block manner, along with a practical working knowledge of the components normally utilized in designing, installing, operating, and maintaining hydraulic and pneumatic systems.

**ELEC-280 — FUNDAMENTALS OF ROBOTICS****3 credits**

This course will provide an overview of robotics technology. It explores the basic principles of manipulator and actuator systems. An unusual aspect of the course is the attention given to hardware, which makes this course practical for training technicians. The course requires an understanding of simple mathematics and the basic use of computers. The laboratory will be used to perform real-time exercises in programming applications and techniques through the use of various training robots and systems. Attention will be given to type and style of robot, application, operational characteristics, and control systems. PREREQUISITE: ELEC-121 or permission of instructor.

**ELEC-320 — SOLID-STATE ELECTRONICS****3 credits**

Industrial electronics is changing faster than ever because of the rapid changes in the electronics field. Large discrete solid-state electronic devices with an emphasis on solid-state devices as they relate to specific applications are studied. Each device will have associated with it a laboratory exercise in order to provide a better understanding of the material at hand. Some of the topics covered will include diodes, diode applications, transistor switches, field effect transistors, DC biasing, switching circuits, thyristors, and voltage regulators. PREREQUISITES: ELEC-210, ENGL-100, (and MATH-232, which may be taken as a prerequisite or concurrently.)

**ELEC-332 — DIGITAL AND LINEAR CIRCUITS****3 credits**

The goal of this course is to provide comprehensive and practical coverage of linear integrated circuits, digital circuits, and applications. The extensive troubleshooting coverage and innovative system application serve as very important and necessary links between theory and the real world. It progresses from the fundamental circuit building blocks through to analog/digital conversion systems. The course is divided into two basic parts. The first part of the course will cover linear integrated circuits, with considerable emphasis on the operational amplifier. The second will be devoted to the fundamentals of digital circuits. **PREREQUISITES:** ELEC-210, MATH-132, WRIT-202 or permission of department chair.

**ELEC-350 — PROGRAMMABLE MOTOR CONTROL****3 credits**

Control systems for electric motors are vital for the proper performance and protection of modern plant equipment. The programmable logic controller or PLC replaced many of the older relaying type logic systems; for this reason, this course deals only with programming of a modern PLC. Basic relay type logic is required for this course since the PLC will be used as a tool to simulate the older style relaying circuit. The laboratory associated with this course will be necessary for the complete understanding of programming the PLC and how a PLC interfaces with the modern industrial plant control systems. **PREREQUISITE:** ELEC-241.

**ELEC-380 — ROBOTICS AND AUTOMATED SYSTEMS****3 credits**

This course is a continuation of the second semester Fundamentals of Robotics. It proceeds into robot applications, work cells, interfacing, and programming techniques. Real applications will be studied through student projects, which will be constructed and tested in the lab. Emphasis is given to the students' creativity and ingenuity. Areas of special interest are safety, part manipulation, programming, vision, AI and environmental/part sensing systems. Visits to area manufacturers and places of interest may also be a part of this course.

**PREREQUISITES:** ELEC-320, ELEC-332, ELEC-280, MATH-132

**ELEC-431 — CONTROL SYSTEM THEORY 2****3 credits**

Control System Theory 2 is a continuation of Theory 1. The goal of the course is the same, utilizing the same teaching methodology with the addition of a laboratory period. This added lab will help amplify the concepts learned in the classroom. Some of the topics covered will include manipulation, control, analysis, and design. **PREREQUISITES:** ELEC-331, MATH-232, ELEC-320, ENGL-100, ELEC-480.

**ELEC-441 — SENIOR PROJECTS****3 credits**

This is a capstone course requiring the creation, design, and application of electromechanical systems to real world applications through the use of automation, robotics, and the latest manufacturing techniques. Assigned projects will require related research, documentation, presentation, and teamwork. Emphasis will be on independent and interdependent group accomplishments in a cohesive process related to real-world problem solving. Notebooks, timelines, and team meetings with progress reports will be required. This course is three credits, requires senior standing in the department, and each registered student must be a candidate for spring graduation. **PREREQUISITES:** ELEC-210, ELEC-320, ELEC-350, ELEC-331, ELEC-480 or permission of department chair.

**ELEC-451 — MICROPROCESSOR APPLICATIONS****3 credits**

This course is directed to the application and use of microprocessors in industry, with emphasis on understanding basic operation, interfacing, and programming. Study includes basic architecture, developmental languages, bus structures, interfacing with peripheral devices, memory, input/output devices, and diagnostics. **PREREQUISITES:** MATH-232, ELEC-320; **CO-REQUISITE:** ELEC-451L

**ELEC-485 — ADVANCED AUTOMATION****3 credits**

This project-oriented course provides expanded expertise and knowledge about the growing field of automation. It is a continuation of ELEC-380 Robotics and Automated Systems, and provides the student with the opportunity to work in teams to devise and create various automation solutions to manufacturing problems and applications. Robots of all types and their related peripherals are studied and worked on in the lab. Closed-loop manufacturing systems, hierarchical control, PLC controls, hydraulics, pneumatics, vacuum (plasmas), and vision systems are utilized. Teamwork, creativity, research, and presentation skills are emphasized in this capstone course. **PREREQUISITES:** ENGL-100, MATH-232, ELEC-320, ELEC-332, ELEC-380.

## Electronic Systems Engineering Technology

**ESET-100 — INTRODUCTION TO ENGINEERING TECHNOLOGIES****2 credits**

This course is designed as a developmental course for students planning to enter an engineering technology career. This course will investigate all of the Engineering Technology Division program offerings at STCC. Visits to department laboratories, visits by industry professionals, as well as participation by various Division faculty will provide the basis for a sound introduction to these programs. Activities are also designed to improve student time-management, test-taking strategies, and note-taking skills, as well as to enhance self-esteem and motivation. Women are encouraged to enroll in this course for career directions in the world of technology. **PREREQUISITE:** None.

**ESET-107 — INTRODUCTION TO TECHNOLOGY SYSTEMS****2 credits**

from design to production to installation and their control, updating, and maintenance. An additional course goal will be the development of general observational, analytical, and creative problem solving skills and the necessary tools for life-long learning. The role of computers in the design, simulation, and control of technology systems will be integrated into the course through example and class projects. **PREREQUISITE:** None

**ESET 110 — BASIC ELECTRONICS 1****3 credits**

This course is an introduction to the fundamental concepts of electronics. Coverage includes concepts of electricity, series and parallel circuits, network theorems and laws, and metering principles. The purpose of this course is to present the concepts and ideas which will be needed in more advanced course work about specific electronic systems. Emphasis is placed on the analysis of direct current networks, specifically, the calculation of such circuit parameters as current, voltage and power for various network configurations. **PREREQUISITES:** High school Algebra 1 and 2.

**ESET-111 — INTRODUCTION TO CAET (Computer-Aided Engineering Technology)****3 credits**

This course provides the electronics student with an introduction to the PC/workstation environment. After a short introduction to personal computer (PC) hardware and operating systems concepts, the student gains experience with basic computer applications (i.e., word processing spreadsheets, and database management). Next, the student is introduced to electronic drafting (CAD) and documentation using modern software tools.

**ESET-112 — ELECTRONICS FOR TECHNICIANS 1****3 credits**

This course introduces the principles of electricity and electronics. The topics include current, voltage, resistance, series and parallel circuits, schematic diagram reading, open and short circuits, magnetism, capacitance, relays, solenoids, motors and generators, and DC and AC signals. Emphasis will be on the practical application of basic principles and concepts as applied to modern systems and the techniques used to diagnose them. Additional subject matter will include diodes, transistors as control devices, solid state relays, wired logic, and sensor amplifier fundamentals. In the lab portion of the course students will develop the skills to use standard electronic test equipment to aid in the diagnosis of simple and complex electrical and electronic systems. Some circuit simulation will be used in the lab but the primary emphasis is on the use of test equipment on actual circuitry. Student will also develop proper soldering skills through various lab exercises. **PREREQUISITE:** ALGB-081



**ESET-115 — ELECTRONICS LAB 1****2 credits**

This course is the first in a sequence of four courses designed to give the student practical experience with electronic components, measuring instruments and equipment. The emphasis in the laboratory work is on the verification of theory studied in Basic Electronics 1 about direct current networks. Equal emphasis is placed on the familiarization of the student with electronic metering principles, electronic testing procedures and the use of various electronic components commonly found in the electronics industry.

**ESET-140 — ELECTRICAL CIRCUITS****4 credits**

This course will train students in the application of Ohm's law, Kirchoff's laws, Thevenin's and Norton's theorem, and superposition in the analysis of DC and AC passive circuits, including R-L-C circuits, impedances, phase angles, resonance, and transformers. PREREQUISITE: MATH-132.

**ESET-141 — ELECTRIC CIRCUITS****4 credits**

This course serves as an introduction to the theory of DC and AC electrical circuits. Students learn the fundamental concepts of voltage, current, resistance, and power and energy and the relationship between them. Methods of circuit analysis using Ohm's Law, Kirchhoff's Law and network theorems are studied. Concepts of AC, capacitance and inductance are presented. Impedance, R-L-C circuits, impedance networks and transformers are introduced. Circuit simulation software is used to demonstrate many of the concepts introduced in the course. CO-REQUISITES: MATH-132, ESET-145

**ESET-145 — ELECTRIC CIRCUITS LAB****1 credit**

This course is designed to give the student practical experience with electronic components, measuring instruments, test equipment, and modern circuit simulation software with virtual instrumentation. The emphasis in the lab work is on the verification of theory studied in Electrical Circuits. The student gains experience in constructing, simulating, and testing electrical circuits. PREREQUISITE or CONCURRENT: ESET-141

**ESET-150 — TEST AND MEASUREMENT****1 credit**

This course will introduce the student to the use of traditional test and measurement equipment, PC centric virtual test equipment, and modern simulation software. Through discussion and demonstration, the student will learn the uses and limitations of various modes of system testing and evaluation. Aspects of modern data acquisition and instrument control will be introduced and demonstrated. One hour lecture.

**ESET-151 — TECHNICAL DOCUMENTATION USING WORD1 credit**

This course is an introduction to using a word processor to build and maintain technical documents that conform to corporate style requirements. The course begins with a very quick coverage of the core features of Microsoft Word, and then covers the departmental documentation standard for word processor documents, font basics, the creation and application of styles, tables of data, table of contents, auto numbering, and document versioning. Importing and exporting graphics, technical drawings, schematics, and spreadsheets into the documents will be covered. Printing to hard copy and PDFs is required. OpenOffice and the Open document standard will also be presented in this course. PREREQUISITES: DWRT-099, basic MS Windows experience. No previous experience with word processors, spreadsheets, and/or CAD programs is expected.

**ESET-152 — TECHNICAL DOCUMENTATION USING VISIO1 credit**

This course is an introduction to using Visio to build and maintain technical drawings that conform to corporate style requirements. The course begins with a very quick coverage of the core features of Microsoft Visio, and then covers the departmental documentation standard for drawings, font basics, the creation and application of styles, tables of data, technical calculations, annotations, common symbols, and document versioning. Importing data from external sources, and exporting to common graphical formats will be covered. Printing to hard copy and PDFs is required. OpenOffice and the Open document standard will also be presented in this course. PREREQUISITES: DWRT-099, basic MS Windows experience. No previous experience with word processors, spreadsheets, and/or CAD programs is expected.

**ESET-153 — TECHNICAL DOCUMENTATION USING EXCEL****1 credit**

This course will show students how MS Excel can be used for technical applications. The basic concept of a spreadsheet will be explained, and then students will build their own spreadsheets to help solve real world technical problems. Students will learn and understand how to save, load, and export files as \*.xls, \*.csv, tab delimited and other popular file formats. Other specific topics of discussion will include formula entry of trigonometric, polynomial, logarithmic, exponential and other scientific equations. Statistical data analysis will also be presented and used throughout the course. Students will then investigate various ways to represent data with linear and non-linear axes. **PREREQUISITES:** DWRT-099, ALGB-087, basic experience with MS Windows.

**ESET-165— INTRODUCTION TO PROJECT MANAGEMENT****3 credits**

This course will introduce the student to key aspects of project management as related to electronics based technologies. The course will begin with a discussion of the environment in which most projects are initiated and completed, that is, a typical company. Discussions will include such topics as Concurrent Engineering, Quality Issues, being a "team player", and various approval agencies & standards (NEC, UL, ISO 9000, etc.). Project scheduling will be discussed and students will be required to create schedules using both Gantt and PERT/CPM charts. Microsoft Project will be introduced and students will learn to use this software to schedule simple tasks. The lab portion of the course will give students some practical technical skills to help support the concepts presented in lecture. Students will learn soldering fundamentals, be introduced to technical documentation, reading schematics and assembly documentation, assemble and test various kits, perform cable termination and be introduced to testing techniques using DVM's and dedicated test equipment. **PRE-REQUISITES:** None.

**ESET-211 — INTRODUCTION TO ELECTRONICS****3 credits**

This course presents material about the theory and operation of discrete solid state devices such as diodes and transistors. Topics covered include: diodes, power supplies, GJT and FET transistors, biasing techniques and concepts of amplification. Amplifier characteristics such as frequency response, efficiency, and class of operation are also studied. The last portion of the course introduces the operational amplifier. The lab portion of the course gives the student experience with the construction, simulation, testing and troubleshooting of analog electronics systems. **PREREQUISITE:** ESET-141, ESET-145, ESET-111 or CMPA-103

**ESET-212 — ELECTRONICS FOR TECHNICIANS 2****3 credits**

This course introduces the principles of embedded controllers, smart sensors and process control systems. Such components are the heart of modern day electronic and electro-mechanical systems and can be found extensively in fields such as automotive, HVAC, medical instrumentation equipment, remote monitoring (such as weather station and utility infrastructure), consumer/commercial/industrial electronics, high tech manufacturing processes, and anywhere sensors and data acquisition are required. Students will study complete systems including sensors, PIC controllers, motors, relays, actuators, indicators and display devices. Students will also develop an understanding of bus systems, control system feedback, electro-mechanical systems and simple programming concepts. Programming will be kept to a minimum as the emphasis will be on how the different components of the system connect and communicate. In the lab portion of the course students will build, test and trouble-shoot various PIC based sensor and actuator systems. Special emphasis will be place on systems that are directory applicable to consumer, industrial and commercial systems. **PREREQUISITE:** ESET-112

**ESET-215 — ELECTRONICS LAB 2****2 credits**

A continuation of Electronics Lab 1, the emphasis in this course is again placed on practical experience. The student receives continued exposure to electronic components, test equipment and circuitry. Now the laboratory work is concerned with the verification of theory studied in the student's course work on passive networks and active solid-state devices. The student gains experience in the setting up and testing of useful electronic circuits and systems. **PREREQUISITE:** ESET-115 with a "C minus" or better.

**ESET-220 — ACTIVE NETWORKS 1****3 credits**

This course is an introduction to the theory of solid state devices. Topics include an introduction to semiconductor materials and physics, dopings, P-N junctions, various diodes and diode circuits, an introduction to bipolar transistor biasing schemes, load line analysis, A-C models and equivalent circuits, determination of voltage and current gain, input, and output resistance, and maximum signal handling capability. PREREQUISITES: MATH-103, ESET-110, ESET-115.

**ESET-226 — COMPUTER APPLICATIONS****3 credits**

This course will introduce the student to the use of the PC for test and measurement. Through the use of a visual programming language (HPVVE) the student will learn how to control modern test and measurement instrumentation, perform data acquisition and analysis, and graphically display data. Students will implement lab projects which will simulate automatic test equipment (ATE) used in the manufacturing environment, virtual instrumentation, and the remote monitoring and control of a system over a computer network. PREREQUISITES: ESET-141, ESET-145, ESET-111 or CMPA-103

**ESET-250 — INTRODUCTION TO ELECTRONICS****4 credits**

This course will train students in the physical principles underlying current carriers in semiconductor materials; static and dynamic characteristics of diodes and transistors; biasing methods and concepts of amplification; analysis of basic BJT and FET circuits; frequency response of one- and two-stage amplifiers; troubleshooting; analysis by computer simulation. PREREQUISITES: ESET-140, PROG-120.

**ESET-255 — ELECTRONIC COMMUNICATIONS****4 credits**

This course is designed to train students in the analysis and application of advanced electronic circuits. Topics include differential amplifiers, stage gain in decibels, input and output impedances, linear IC operational amplifiers, frequency response and Bode plots, active filters, D/A and A/D circuits, oscillators and high frequency amplifiers, troubleshooting of test circuits, and analysis by computer simulation. PREREQUISITES: ESET-140, ESET-250.

**ESET-261 — EMBEDDED SYSTEMS****3 credits**

This course will begin with a brief introduction to number systems and simple Boolean logic operations and devices. The course will then introduce and concentrate on the use of PICs (peripheral interface controllers) in modern day systems. A PIC is a self-contained computer system on an integrated circuit chip, consisting of input and output ports, RAM and ROM, and a CPU core that is usually RISC based. Students will first learn how the PICs can replace simple combination logic circuits and then build upon this knowledge to perform more complex tasks. The student will program the PIC using a high-level language (BASIC), communicate between with PIC and the PC via serial ports (RS-232 and USB), and evaluate, debug, and modify the programs. Students will use the PICs to implement combinational and sequential logic designs, perform simple data acquisition operations, investigate output types and simple open and closed loop feedback control systems. PREREQUISITE: ALGB-087 (Algebra 1); CO-REQUISITE: ESET-266

**ESET-266 — EMBEDDED SYSTEMS LAB****1 credit**

This three-hour lab-based course supplements the material in ESET-261. Students will be required to purchase their own microcontroller kit to perform the indicated exercises. Students will first build, design and test simple combinational and sequential logic circuits. Then the PIC will be introduced and students will see the numerous advantages of using programmable devices to implement simple and complex logic designs. Students will use the PICs to perform simple data acquisition operations, investigate various programming strategies, observe various types of output, and build, construct, and observe simple open and closed loop feedback control systems. PREREQUISITE: ALGB-087 (Algebra 1); CO-REQUISITE: ESET-261

**ESET-271 — INSTRUMENTATION AND MEASUREMENT 4 credits**

This course will present the student with the theory and practical skills necessary to understand the principles of electronic instrumentation and measurement. The course will begin with an overview of measurement principles, significant figures, units of measure, metric prefixes, and typical electronic measuring instruments and their proper use. The comparison between theoretical expectations and practical measurements will be emphasized, and students will develop



the tools to understand potential sources of error. Course material will include a discussion on the operation of thermistors, light sensors, opto-electronic devices, Hall Effect devices, strain gauges, accelerometers, contact and non-contact measurement, humidity sensors, sonic and ultra sonic devices, DACs and ADCs and sampling theory. A three-hour lab will be required as part of this course. In the lab, proper and safe lab and measurement techniques will be presented. Students will be required to understand how the instrumentation can affect the measuring process, and where possible, account for that error. PREREQUISITE: ESET-141, ESET-145 or permission of instructor. CO-REQUISITE: ESET-271L.

#### **ESET-325 — DIGITAL SYSTEMS FOR TELECOMMUNICATIONS I**

**4 credits**

This course will prepare students in digital electronics with topics related to number systems and codes, logic functions, and Boolean algebra. IC building blocks are used in applications ranging from logic gates to flip-flop counters, registers, and arithmetic circuits. Algebraic reduction and mapping are used to minimize Boolean expressions and combinational logic circuits. Computer simulation of digital circuits will be used to verify actual hardware setups. PREREQUISITES: ESET-140, PROG-120, ESET-250, ESET-255; CO-REQUISITE: ESET-325L.

#### **ESET-335 — DIGITAL SYSTEMS FOR TELECOMMUNICATIONS 2**

**4 credits**

This course is designed to train students in the organization, architecture, and hardware aspects of digital computer systems. Topics include an introduction to microprocessors, types and characteristics of different chips, motherboards, bus structures, memory, I/O interface devices, disk drives, video displays, and printers. Serial and parallel buses are discussed. Applications include the interfacing of peripherals, data communications between computers, and a team project. PREREQUISITE: ESET-325.

#### **ESET-341— CIRCUIT THEORY**

**4 credits**

This course and lab will investigate the traditional electronic circuit theories necessary to understand the operation of modern electronic components, circuits, and systems. Information will be presented with an emphasis on signal processing application. Topics will include KYL, KCL, superposition, Thevenin & Norton equivalents, real and imaginary numbers, impedance, magnitude and phase response of circuits, filter types and applications, pulse analysis, transient analysis, steady-state analysis, Fourier Analysis, dB measurement, and semiconductor fundamentals. Students will use software to simulate circuits and help solve/verify equations. In the lab, students will make use of modern test equipment controlled by LabView software to perform data acquisition and then use MS Excel to tabulate, analyze, and graph the data. Students will be required to perform the experiments, maintain a lab notebook, and submit formal lab reports. PREREQUISITES: ESET-141, ESET-145, ESET-153, ESET-271, MATH 232 or permission of instructor. CO-REQUISITE: ESET-341L

#### **ESET-344 — COMMUNICATIONS SYSTEMS**

**4 credits**

This course consists of a study of modern electronic telecom/communications systems used for the transmission of analog information and data. First, the student is introduced to the basic components of a telecommunications system through a block diagram model. Fundamental concepts of signals, noise, bandwidth, and channel are introduced. Sub-systems which are peculiar to electronic telecommunications systems are covered with emphasis given to the concepts of filter theory, system frequency response, dBs, and signal bandwidth. Specific electronic modulation schemes are now discussed. Emphasis is given to the most important legacy pass-band systems; analog, amplitude and frequency modulation, and the most important present-day baseband systems; analog pulse and digital modulation. The theory of operation behind each system, the practical implementation, and the relative merits of each are examined and analyzed completely. The course concludes with a discussion of modern multiplexing and access techniques and an introduction to EM propagation, wireline transmission line concepts, fiber-optic communications systems, present-day telecomm networks, and basic antenna theory. The lab portion of the course will provide hands-on experience with many of the topics discussed in lecture. CO-REQUISITE: ESET-344L

#### **ESET-353 — HOME AND SMALL BUSINESS NETWORKING**

**3 credits**

This course covers topics commonly encountered in home and small business Internet Protocol (IP) networks. The aspects of Home Technology Integration (HTI) covering technologies such as home security, audio and video, home computers, HVAC (heating, ventilation and air

conditioning), and home control often use IP networking. Small businesses require networks of computers and often have remote locations. This course will provide students with the skills necessary to work with common network configurations of personal computers, printers, small routers, and specialized devices. Students interested in enterprise class networking should consider the Cisco networking courses (CSCO-170, CSCO-270, and CSCO-370.) Course topics covered include an introduction to physical wiring, network switches, IP networking, and determining the settings for existing networks. Hands-on experience with the installation and configuration of common network clients for Windows, Mac OSX, and Linux will be covered. Common network settings, testing the network configurations, and test procedures for these operating systems will be covered. Using and configuring home and small business routers, wireless access points, basic wireless security, network printing, and shared drives are covered. CSET-210 is recommended as a foundation. Please contact the Electronic Systems group at [esg@stcc.edu](mailto:esg@stcc.edu) for possible waiver of this prerequisite. PREREQUISITE: CSET-210; CO-REQUISITE: ESET-353L

### **ESET-355 — DEVICES, CIRCUITS, AND SYSTEMS**

**4 credits**

This course deals with the practical applications of linear electronic devices and circuits as applied to the operation and control of specialized systems. Topics will include switching and high voltage power supplies, high voltage design and safety considerations, differential and instrumentation amplifiers, active filters, A/D and D/A converters, V/F and F/V converters, and other data acquisition circuits. Classroom lectures will be supplemented with lab experiments. Four hours lecture. PREREQUISITE: senior standing in ESET or LEOT, and TCOM-330; CO-REQUISITE: ESET-355L

### **ESET-360 — MOBILE/WIRELESS**

**4 credits**

This course introduces the student to mobile and wireless networks. Introductory topics include the fundamentals of wireless communications systems, RF/wireless circuits and sub-systems, and wireless digital modulation techniques. Starting with an overview of the present wireless infrastructure and services provided by it, course emphasis shifts to cellular radio. Cellular system fundamentals will be discussed, channel utilization schemes introduced, and individual systems of the different generations covered in detail. Coverage will include: AMPS, D-AMPS, GSM, IS-136 TDMA, IS-95 CDMA, Cellular Digital Packet System, and an introduction to 3G systems. Also covered in this course will be issues of security, network management, personal communications systems, wireless LANs (IEEE802.112), and fixed wireless broadband systems. The lab portion of the course will allow the student to gain experience with wireless technology. Three hours lecture. PREREQUISITE: TCOM-210; CO-REQUISITE: ESET-360L

### **ESET-365 — PROJECT RESEARCH AND DEVELOPMENT**

**2 credits**

The purpose of this course is two-fold. First, students will investigate key aspects of project development: research, developing design specs, project scheduling, preliminary design/simulation, component selection, construction considerations, prototype development, design verification and testing, and design improvement and performance monitoring. Students will investigate these ideas by way of a project example. The second goal for this course is to allow students to complete the first several stages of their capstone senior project design. Students will use the concepts presented in the beginning of the course to select, spec, and order the components needed for their senior project in ESET-465. Only students expecting to graduate in the following spring should take this course. PREREQUISITES: ESET-141, ESET-145; CO-REQUISITE: ESET-341

### **ESET-370 - DATA ACQUISITION/CONTROL**

**4 credits**

This course deals with the practical design and use of modern data acquisition and test measurement systems. Topics will include measurement techniques, sensors, transducers, interface circuitry, ADCs and DACs, PC and microcontroller-based systems. Students will also learn to manipulate collected data using spreadsheet and database software. Classroom lectures will be supplemented with lab experiments. Four hours lecture. PREREQUISITES: ESET-145, CSET-210, ESET-260, ESET-265, TCOM-330; CO-REQUISITE: ESET-370L.



**ESET-371 — SENSORS AND DATA ACQUISITION****4 credits**

This course deals with the practical design and operational theory of sensor and instrument-based modern data acquisition and test measurement systems. Topics will include basic sensor theory, advanced electronics instrumentation, signal conditioning, and interfacing techniques using op-amp and IC subsystems, measurement techniques and standards, ADCs and DACs, and the fundamentals of PC and PIC microcontroller-based measurement systems. The students will use LabView software in the laboratory portion of the course. **PREREQUISITES:** ESET-141, ESET-145, CSET-210, ESET-261, ESET-266, ESET-271 or permission of instructor. **CO-REQUISITE:** 371L.

**ESET-410 - MICROCONTROLLER/DSP THEORY****4 credits**

This course covers microcontroller hardware and software, and the theoretical and practical aspects of interfacing. The subunits of the microcontroller are discussed and their operation analyzed. Topics include: processor, memory, and input/output operation. Architectural features of a current microcontroller (68HC12) are examined. With microcontroller fundamentals covered, the course emphasis shifts to the digital signal processor (DSP). Its theory of operation, specialized instructions, and applications to telecommunications operations are presented. The laboratory portion of the course will allow the student to investigate the operation and applications of a typical microcontroller and a digital signal processor. **PREREQUISITE:** CSET-360.

**ESET-443 — MICROPROCESSOR ARCHITECTURE & SYSTEMS****4 credits**

This course presents the theory of operation, the various different architectures, and the methods of interfacing of present day microprocessors. The substitution of software for hardware in logic design, the concept of the embedded controller, and the architectural features of current microprocessors/microcomputers such as the Intel 80X86 and Motorola 680X0 series will be covered in detail. The laboratory portion of the course will allow the students to gain practical hands-on experience with the programming, interfacing, and application of the microprocessor/microcomputer to the controlling of real world systems. **PREREQUISITE:** Senior standing in ESET or permission of instructor.

**ESET-460 — INDUSTRIAL AND MEDICAL LASERS****3 credits**

This course will introduce the student to applications of lasers in industry and medical fields. Among the many different uses of lasers to be studied are laser welding, laser cutting, and laser material applications. The medical laser applications in eye, micro-surgery, arthroscopic, and dermatology will be covered. Students will explore the various applications of lasers using explorations and simulations, problem solving techniques, and practical current applications. **PREREQUISITES:** LEOT-090, LEOT-322, and ENGL-200, ENGL-203 or WRIT-202; **CO-REQUISITE:** LEOT-460L.

**ESET-465 — SENIOR PROJECTS IN E.S.E.T.****3 credits**

This capstone course is designed to combine the concepts, theories, and practices developed throughout the course of study in the ESET program and apply them to the development of a group project. Students will be required to keep a notebook and make weekly written project progress reports and monthly oral presentations of their work. A final written report and oral presentation will be required. The lecture will deal with topics relevant to project research and presentation. The five lab hours will provide students time to develop their project. **PREREQUISITE:** Student must be a candidate for graduation in May, or permission of the instructor. One hour lecture. **PREREQUISITES:** ESET-344, ESET-355, ESET-370. **CO-REQUISITE:** ESET-465L

**ESET-470 — BROADBAND WIRELESS NETWORKS****4 credits**

This course is an introduction to modern broadband wireless communication networks. Topic coverage includes an overview of present-day broadband wireline systems including the technologies of: hybrid fiber/coax, SONET, ATM, and xDSL. Emphasis of the course will be on emerging wireless broadband systems including Third Generation (3G) Mobile Systems, Satellite Personal Communications Systems (PCS), wireless LANs (WLANs) and fixed wireless broadband such as LMDS. The laboratory portion of the course will allow the student the opportunity to investigate the operation of various broadband communications systems. **PREREQUISITE:** ESET-360.



**ESET-471 — SENSOR SYSTEMS****4 credits**

This course introduces the student to the technology sub-systems used to create complex networked sensor systems. First, sensor technology that includes embedded intelligence will be discussed, with practical and operational aspects of these systems. The student will then be presented with an overview of the various IP-based networking technologies (i.e., LANs, MANs, WANs, etc.) and the various different transmission media that are used to interconnect typical standard information technology systems. Next, proprietary networking schemes used by the different major industries (i.e., automotive, process control, health, HVAC, etc.) are introduced. Some of the topics covered will include CAN, Fieldbus, Profibus, and HART network technologies. Emerging Zigbee (IEEE 802.15.4) technology and other wireless mesh technologies will be introduced. The student will be tasked with the construction of a practical working sensor system project during the lab portion of the course. **PREREQUISITE:** ESET-371; **CO-REQUISITE:** ESET-471L

**ESET-475 — RF/WIRELESS SYSTEMS MEASUREMENTS 3 credits**

This laboratory-based course introduces the student to the theory and operation of RF test and measurement equipment used in the RF/wireless telecommunications industry for both manufacturing and field service. The classroom portion of the course relates the theory of wireless system operation to the type of measurements which are needed to verify correct performance of the system and also correct operation of the various components which make up the system. The operation of spectrum and network analyzers, power and frequency meters, and RF signal generators is examined and measurements and tests are performed on typical wireless systems and subsystems. **PREREQUISITE:** ESET-360.

**ESET-480 — ELECTROMAGNETIC PROPAGATION AND TRANSMISSION LINES 3 credits**

This course introduces the student to electromagnetic (EM) propagation, antennas, and transmission line theory. After an introduction to the theory of electric and magnetic fields, the student is presented with the theory and properties of electromagnetic propagation. Course coverage includes transmission line components for twisted pair coaxial cable, waveguide, microstrip and stripline, and fiber-optic cable. Additionally, antenna theory is introduced. Topics include antenna characteristics, gain, beamwidth, bandwidth, and antenna systems, dipole antennas, linear and microstrip arrays, and aperture antennas. **PREREQUISITE:** ESET-360.

## Energy Systems Technology

**ENGY-110 — THEORY OF CONTROLS****3 credits**

A course designed to deal with the basic theories and concepts required by both air conditioning and heating service people. Topics covered include: Basic electricity, meters, principles of motor operation, transformers and relays, along with an introduction to control circuits. These studies are essential in order that the individual comprehends the control circuits to which he or she will be exposed in future courses.

**ENGY-120 — ENERGY SYSTEMS LAB 1****2 credits**

This course deals with the development of the manual and technical skills required in the heat/power/air conditioning industry. Attention is given to current principles and practices that apply to the care and use of hand tools and measuring devices, basic machines, tubing and piping, soldering, equipment service and installation, fundamental electric circuit wiring and field service training.

**ENGY-132 — ENGINEERING GRAPHICS 331****2 credits**

A course that deals with the breakdown of a 3 dimensional object into simpler 2 dimensional views. These views are used to show internal shapes and dimensions of the object. Emphasis is placed on the basic skills such as proper use of drafting instruments and producing neat, concise drawings. Course includes an introduction to computer-assisted design (CAD).

**ENGY-220 — COMBUSTION CONTROL CIRCUITS****3 credits**

Domestic and light commercial heating control systems for steam, forced warm air and forced hot water, and the components which make up each control system are covered in detail. Residential and commercial oil burners and their components, thermostats, and basic trouble-shooting are also covered during this semester. PREREQUISITE: ENGY-110.

**ENGY-230 — ENERGY SYSTEMS LAB 2****2 credits**

An advanced course that is predominantly a laboratory program. Instruction is directed toward the student achieving competency in specialized skill areas, including electrical control wiring, oil burner installation and servicing, and heating system-related components installation. Specific lab assignments directed toward installation and setup of residential and commercial control systems. PREREQUISITE: ENGY-120.

**ENGY-240 — PRINCIPLES OF REFRIGERATION****3 credits**

The science of refrigeration is based on physics, chemistry, and the transfer of heat which forms the foundation for an understanding of the refrigeration process. After these principles are learned in the first few weeks, emphasis is placed on the refrigeration cycle and its components. A study is made of the properties of the refrigerants that are used in the different applications, and of the instruments that are necessary in the servicing of these systems, both domestic and commercial. Extensive lab assignments also bring to the students a hands-on approach to the analyzing and servicing of refrigeration and air conditioning systems.

**ENGY-320 — HEATING SYSTEM DESIGN****3 credits**

A lecture course designed to acquaint the student with the proper principles used in designing heating systems. A thorough coverage is made of heat transfer through building materials essential in the calculations of heat losses, for both residential and commercial structures. The student will develop the knowledge required to design efficient heating systems.

**ENGY-330 — POWER PLANT OPERATION 1****3 credits**

An extensive study is made of the complex systems that make up the steam generation plant. Emphasis is placed on: boiler and steam generators and their classification and structural design, applied mechanics and related equipment such as heaters, receivers, pumps and piping systems. Combustion and the transfer of heat released by the burning of fuels requires a study of thermodynamics and the heat capacities of different substances. Steam tables and other charts are used. Chimneys and the mechanical draft equipment required for the combustion process are also studied.

**ENGY-340 — FUNDAMENTALS OF AIR CONDITIONING****3 credits**

With the knowledge gained in Principles of Refrigeration (ENGY-240), a more advanced study is emphasized through extensive lab assignments dealing with the larger systems. Motors and motor safety controls, as well as other related electrical components, including relays, contactors, and transformers. Schematics and testing instruments. are used in performing service and diagnostic functions. The lecture series is an in-depth study concerned with the application of the engineering principles used in the design of conditioning systems. These include psychrometrics, building surveys and load estimating procedures, ductwork and air distribution systems. PREREQUISITE: ENGY-240.

**ENGY-350 — MICROPROCESSOR CONTROLS****3 credits**

This course is designed to acquaint the student with microprocessor-based control systems as used on residential, commercial, and industrial applications. A wide range of control devices is studied, ranging from a mechanical thermostat to a fully programmable digital controller. The laboratory portion of this course will provide the student with hands-on experience in the application of commercial and industrial control systems using microprocessor-based and programmable controllers. PREREQUISITE: ENGY-220.

**ENGY-411 — ADVANCED HEATING SYSTEM DESIGN****4 credits**

This course is designed to acquaint the student with the proper principles and procedures in designing steam and hot water heating systems. Topics include specifications and data for piping and heating system components such as boilers, heat distributing units, pumps, valves, and fittings. Instruction is given in the layout of one-pipe steam systems, series loop and one-pipe venturi forced hot water systems, and radiant heating systems. In addition, the sizing and piping of indirect domestic hot water heaters is covered. PREREQUISITE: ENGY-320.

**ENGY-425 — BUILDING MANAGEMENT SYSTEMS****4 credits**

This course is an in-depth study of computer-controlled building management systems monitoring all energy-related functions including the heating, air conditioning, lighting, and other environmental systems. The course will include system automation, sensors for monitoring various points in the facility, energy management system software, and remote access to the system. In the laboratory portion of this course, the student will interface the computer operations with the heating and air conditioning systems to provide a totally automated building environment. PREREQUISITE: ENGY-350.

**ENGY-430 — POWER PLANT OPERATION 2****3 credits**

A comprehensive study geared to an actual power plant. The College's own complex and others in the local area are used to acquaint the student with typical power plant operations. An in-depth study is made of the components that make up the entire power station and the different combustion control methods required for safety and efficiency. Boiler feed-water treatment is a must for power engineering students because of the effects of the scale-forming salts found in water supply systems. PREREQUISITE: ENGY-330.

**ENGY-435 - H.V.A.C. ELECTRICAL APPLICATIONS****3 credits**

This course will offer the student the ability to utilize theory from previous courses in real world electrical HVAC applications. Course content will include further and continued study of electrical systems and circuitry, including: controls, schematics, troubleshooting and computer - based system analysis. Three hours lecture. PREREQUISITES: ENGY-110, ENGY-240

## Engineering Transfer

### Option to Engineering & Science Transfer

**ENGR-100 — SPECIAL PROJECTS IN ENGINEERING 1****1, 2, 3, or 4 credits**

Special projects in engineering under the direction of an instructor. PREREQUISITE: Permission of the Department Chairperson.

**ENGR-101 — SPECIAL PROJECTS IN ENGINEERING TECHNOLOGY 1****1, 2, 3 or 4 credits**

Special projects in Engineering Technology under the direction of an instructor. PREREQUISITE: Permission of Department Chairperson.

**ENGR-102 — SPECIAL PROJECTS IN ENGINEERING TECHNOLOGY 2****1, 2, 3, or 4 credits**

Continuation of Special Projects in Engineering Technology 1. PREREQUISITE: Permission of the Department Chairperson.

**ENGR-106 — INTRODUCTION TO COMPUTER-AIDED DRAFTING****1 credit**

An introduction to the terminology and capabilities of the computer as an engineering design tool. Weekly lectures, laboratory exercises, and assignments will acquaint students with the available CAD software and hardware, and will enable them to produce dimensioned orthographic drawings and libraries of symbols and shapes useful in engineering applications.



**ENGR-109 — INTRODUCTION TO ENGINEERING GRAPHICS****1 credit**

This course is an introduction to the tools and techniques of technical drawing. Traditional multiview layouts using orthographic projection, isometric view, section views, and auxiliary views will be covered. Freehand isometric sketching will be practiced, and drawings will be executed in paper and pencil on drawing board, using T-square, ruler, compass, and French curve. The student will learn elements of descriptive geometry and conventions of dimensioning and notation. **PREREQUISITE:** None.

**ENGR- 200 — SPECIAL PROJECTS IN ENGINEERING 2 1, 2, 3, or 4 credits**

Continuation of ENGR-100. **PREREQUISITE:** Permission of Department Chairperson.

**ENGR-203 — COMPUTER APPLICATIONS IN ENGINEERING****4 credits**

An introductory course in engineering that utilizes various computer applications to assist in the analysis and communication of the design of an engineering assembly. One third of the course will be devoted to Computer Aided Drafting. Three-dimensional wireframe and solid models will be created. Orthographic projections, auxiliary views, isometric views, dimensioning, and assembly drawings will be discussed. The second third of the course will introduce the spreadsheet as an engineering problem-solving tool that facilitates complex calculations, rapid graphical analysis, and numerical modeling. The remaining third of the course will be used to introduce design criteria for assembly, and oral and written presentations. The oral presentations will be facilitated using PowerPoint software. **CO-REQUISITES:** MATH-155, MATH-132, MATH-145 or MATH-232.

**ENGR-303 — INTRODUCTION TO MECHANICAL DESIGN****3 credits**

Lectures will cover the principles of engineering graphics, an introduction to modern techniques of engineering design, and how to manage associated CAD activity. Specific topics will include multiview drawings, auxiliary views, sectioning; fastening methods (screws, rivets, welds, etc.); motion/force elements (springs, gears, cams, etc.); dimensioning and tolerancing; electromechanical components; pneumatic and hydraulic components; idea generation; the CADL language; and pictorials, renderings, and solid shading. **PREREQUISITE:** ENGR-203.

**ENGR-310 — MECHANICS 1 (STATICS)****3 credits**

This is the first mechanics course for engineering majors. It is a vector approach to the solution of equilibrium problems for particles, rigid bodies, and multi-membered structures (frames, machines, and trusses). In order to broaden the scope of problems available for analysis, the student is introduced to the study of friction forces and centroids. Also, for preparation for future mechanics courses, the topics of moment of inertia and shear and bending moments are introduced. **PREREQUISITE:** MATH-155 and PHYS-132.

**ENGR-320 — CIRCUIT ANALYSIS 1****3 credits**

Mathematical models will be developed to describe the behavior of practical voltage and current sources and resistors, capacitors, inductors, diodes, transistors and operational amplifiers (op-amps). Techniques for the analysis of voltage, current, and power relationships among these devices interconnected in circuits will be practiced. Analysis techniques will include Kirchhoff's Laws, loop and nodal analysis, the superposition theorem, and Thevenin's and Norton's theorems. DC applications (constant in time) as well as AC applications (varying sinusoidally with time) will be considered. Treatment of AC applications will include an introduction to phasor analysis and the concept of complex frequency. **PREREQUISITES:** MATH-255 and PHYS-132.

**ENGR-324 — ELECTRICAL ENGINEERING LAB 1****1 credit**

This course offers laboratory experiments that test the theoretical analysis techniques presented in ENGR-320. These experiments involve measurement of voltage and current signals in circuits consisting of resistors, inductors, and capacitors. Diodes, transistors, and operational amplifiers (op-amps) are also investigated. Laboratory workstations are equipped with current-controlled and voltage-controlled power supplies, signal generators, digital multimeters, oscilloscopes, and breadboards for interconnecting discrete devices. The P-Spice computer program will be introduced as a tool of analysis. A formal written report is required for each experiment. **CO-REQUISITE:** ENGR-320.

**ENGR-330 — INTRODUCTION TO MATERIALS SCIENCE AND ENGINEERING 3 credits**

A survey of the materials of engineering and the atomic, molecular, and crystal phenomena responsible for their properties. The unifying theme is that the structures of materials determine their properties. Materials considered include alloys, semiconductors, polymers, and ceramics. Homework and tests are designed to build technical vocabulary and facility with tabulated and graphic data in solving basic materials analysis and design problems. PREREQUISITE: CHEM-103.

**ENGR-335 — MECHANICS OF MATERIALS 3 credits**

Engineering applications of the principles of solid mechanics. Uniaxial and torsional problems are discussed, followed by beam deflections. Plane stress and strain are then presented, followed by stability problems in column design. PREREQUISITES: ENGR-310 and MATH-255.

**ENGR-350 — ENGINEERING THERMODYNAMICS 1 3 credits**

A classical presentation of thermodynamics including the first and second laws and their application to batch and flow processes. Ideal gas, real gas, graphical, and tabular relationships among the physical properties of substances which are affected by energy transformations including pressure, temperature, volume, internal energy, enthalpy, and entropy. Heat engines, heat pumps, and carnot cycles. PREREQUISITES: MATH-255, PHYS-132, CHEM-103.

**ENGR-351 — ENGINEERING THERMODYNAMIC COMPUTATIONAL LAB 1 credit**

This computational laboratory introduces the latest software, and discusses the various computational techniques necessary to permit students to solve all of their thermodynamic and related engineering problems with a computer. Analytical, graphical, and numerical methods are discussed. Students will take this course concurrently with ENGR-350, Engineering Thermodynamics, so that all of their homework will be submitted using the computer. A final capstone project will be required in this course. CO-REQUISITE: ENGR-350.

**ENGR-410 — MECHANICS 2 (DYNAMICS) 3 credits**

Vector calculus is developed and applied to the solution of kinematic and kinetic problems involving particles and rigid bodies. Different coordinate systems are utilized and kinetics analysis is applied using force balances, the impulse momentum principle, and the work energy theorem. PREREQUISITE: Mechanics 1 ENGR-310.

**ENGR-411 — PROBABILITY AND STATISTICS FOR ENGINEERS 3 credits**

This course will equip an engineering student with the knowledge needed to understand the interaction of variables in engineering design such as material failures, poor quality, missed schedules, and poor engineering. Topics to be covered include descriptive statistics, measure of location and variability, discrete random variables, Bays theorem, binomial theorem, poisson theorem, continuous random variable, joint probability, covariance and correlation, point estimate, confidence intervals, hypothesis testing, and linear regression. PREREQUISITE: MATH-255

**ENGR-420 — CIRCUIT ANALYSIS 2 3 credits**

A continuation of ENGR-320, this course develops mathematical tools for the analysis of circuits consisting of resistors, inductors and capacitors driven by voltage and current sources which are periodic functions of time. Topics covered include complex power, poles and zeroes in the complex frequency domain, two-port transfer functions, forced and natural response, resonance, Fourier series, and the LaPlace Transform. PREREQUISITE: ENGR-320.

**ENGR-421 — ENGINEERING MEASUREMENTS AND ANALYSIS 2 credits**

This course is an introduction to engineering measurements and analysis, relating scientific principles to engineering applications, stressing experimental methods, data acquisition, and processing. PREREQUISITES: PHYS-132, PHYS-232, ENGR-320.

**ENGR-423 — ACTIVE NETWORKS****3 credits**

Topics include an introduction to the physics of the p-n semiconductor junction diode, the NPN and the PNP bipolar junction transistor (BJT), BJT biasing circuits, the field effect transistor (FET), FET biasing circuits, small signal analysis in the BJT and FET, multistage circuits and frequency response, feedback amplifiers and oscillator circuits, and switching circuits for digital logic applications. The circuit analysis program PSPICE will be utilized extensively. PREREQUISITE: ENGR-320, CSCI-320, or ENGR-322; CO-REQUISITE: ENGR-420.

**ENGR-427 — ELECTRICAL ENGINEERING LAB 2****1 credit**

This course offers laboratory experiments that test the theoretical analysis techniques presented in ENGR-420. Circuits consisting of resistors, inductors, and capacitors connected to signal generators will be investigated by measuring voltages, currents, and impedances. Measurements will be made with AC meters and with oscilloscopes in the time domain and in the frequency domain. Students will investigate frequency response, resonance, and amplification. Experiments will also investigate the characteristics of diodes, transistors, and operational amplifiers driven by time-varying signals. The P-Spice computer program will be used as a tool of analysis. A formal written report on each experiment is required. CO-REQUISITE: ENGR-420.

**ENGR-440 — CHEMICAL ENGINEERING THERMODYNAMICS 1****3 credits**

An introductory course dealing with the fundamental concepts and laws of thermodynamics and of the thermodynamic properties of materials. The major emphasis is on chemical systems. PREREQUISITE: ENGR-340.

**ENGR-482 — INTRO. TO EMBEDDED MICROCONTROLLERS****2 credits**

This is an introductory course designed to acquaint the student with the use of micro-computers in an embedded microcontroller that interacts with and controls an electrical environment. All microcomputers have the same features and capabilities needed to perform a wide range of tasks. These features include at least one working register and at least one timer register. They also have the ability to interrupt the program sequence through internal and external means. All of the above is controlled by software. The student will learn how to use all the specific instructions while producing programs to perform different hardware tasks. The emphasis will be on hardware control rather than hardware design. The course will meet for a one-hour lecture in which the features and their software control will be covered. This will be followed immediately by a two-hour hands-on session where the student will write, compile, and simulate the programs needed to perform the desired task. The students will also test their programs to see if they accomplish the hardware task at hand. PREREQUISITES: CSCI-110, ENGR-320.

## English

### English as a Second Language

**ERDG-055 — READING 1 ESL****3 credits**

Reading 1 ESL offers basic reading skills to students for whom English is a second language. Its main objective is to improve pronunciation and vocabulary. This is done by developing visual and auditory recognition and decoding skills used with English sound and words. Some comprehension and study skills will be included in the course.

**EESL-080 — ENGLISH AS A SECOND LANGUAGE LEVEL 1****3 credits**

This is a beginning English language class for those students who have little or no previous experience with English. It is an introduction to basic vocabulary and fundamental grammar in English. The emphasis is on the present tense with an introduction to the past tense. Some of the classes feature multimedia techniques (text, audio, and video integrated through a computer) and are presented in a special multimedia classroom. This course must be taken jointly with ERDG-081 and ECVN-082. Pre-tests are used to evaluate the level of competency of students. A grade of "C" or better is required to pass this course. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.



**ERDG-081 — ERCB ENGLISH READING COMPREHENSION FOR BILINGUALS LEVEL 1****3 credits**

This is a basic course in reading, writing, and vocabulary development. Reading techniques such as identifying the main idea and details, guessing the meaning of new words from context, and skimming and scanning are covered. In writing, students learn to write basic sentences, and progress to simple paragraphs. Some of the classes feature multimedia techniques (text, audio, and video integrated through a computer) and are presented in a special multimedia presentation classroom. This course must be taken jointly with EESL-080 and ECVN-082. A grade of "C" or better is required to pass this course. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**ECNV-082 — BASIC SKILLS IN CONVERSATION LEVEL 1****3 credits**

This is a beginning conversation course with emphasis on aural/oral skills. The focus of the course is on improving listening comprehension and increasing conversational fluency. Through a broad range of student-centered activities, students are given the opportunities to practice and reinforce important grammatical structures and patterns. The course must be taken jointly with EESL-080 and ERDG-081. A grade of "C" or better is required to pass this course. Note: Students must receive a grade of "C" or higher in each of the three classes described above (EESL-080, ERDG-081, and ECVN-082) in order to pass Level 2 classes (EESL-083, ERDG-084, ECVN-085). If a student receives a grade of "C-" or lower in EESL-080, ERDG-081, or ECVN-082, he or she must repeat all three classes. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**EESL-083 — ENGLISH AS A SECOND LANGUAGE LEVEL 2****3 credits**

This is an intensive course designed for advanced beginning students of English as a Second Language. Through extensive oral drills and written exercises, the course offers students an opportunity to master the fundamentals of English grammar and usage. Students will learn to use simple verb tenses in English and learn the parts of speech to form proper English sentences. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**ERDG-084 — ENGLISH READING COMPREHENSION FOR BILINGUALS LEVEL 2****3 credits**

This course for advanced beginning students is a review of the language skills introduced in EESL-083, and is offered jointly with it. The focus of this course is on reading and writing development in English through exercises in the text, dictations, spelling drills, written classwork, and homework assignments. Learning to write one paragraph well is emphasized. Recognition and implementation of the title and topic sentence, and good paragraph development and form are essential to complete the course objectives. Students are encouraged to use word processing on paragraph assignments; class at times may be scheduled in the computer room. Use of the multimedia room may also be scheduled during class time to help students understand the parts of a paragraph and instruct them on how to write good paragraphs. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**ECNV-085 — BASIC SKILLS IN CONVERSATION LEVEL 2****3 credits**

This course is designed for advanced beginning students of English as a Second Language. Emphasis is on the development of listening comprehension and speaking skills in English. It is offered in conjunction with EESL-083 and ERDG-084. Through a broad range of student-centered activities, students are given an opportunity to practice and reinforce important grammatical structures and patterns. While these activities take various forms—role-playing, extended guided conversations, questions about the students' real world, and topics for classroom discussion or debate—they are intended to actively engage the students in meaningful conversation based upon their interests, backgrounds, and imagination. Students must earn a passing grade of "C" or better in each of the Level 2 courses—EESL-084, ERDG-084, and ECVN-085—before continuing to ESL Level 3 courses. PREREQUISITES: To enter ESL 2, ERDG 2, and ECVN 2, students must either have successfully completed EESL 1, ERDG 1, and ECVN 1, or have scored at the appropriate level on the placement examinations of the English as a Second Language program. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**EESL-086 — ENGLISH AS A SECOND LANGUAGE LEVEL 3****3 credits**

This grammar course is intended for students who have a high/intermediate level of English. It is assumed that the students who have enrolled in EESL-086 have either successfully completed courses EESL-080-ECNV-085 or have been tested and placed into the Level 3 curriculum. EESL-086 is given jointly with ERDG-087 and EWRT-088. The focus of this course will be on complex verb forms, syntactical structures, and mechanics. A grade of "C" or better in all three courses must be attained to pass on to the next level. If a student fails to achieve a grade of "C" or better in any one of these courses, all three of the courses must be repeated. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**ERDG-087 — ENGLISH READING COMPREHENSION FOR BILINGUALS (ERCB) 3 credits**

This reading course is intended for students who have a high/intermediate level of English and is given jointly with EESL-086 and EWRT-088. The focus of this course is on the development of vocabulary, reading comprehension, and critical thinking. Students are required to read textbook material which covers a variety of cultural and/or literary material. Exercises to test comprehension and to review grammar and syntax will also be included. In addition, students will be asked to do outside readings which may include newspaper articles as well as a fiction or non-fiction book. Students will demonstrate their understanding of these materials by way of oral and written discussions. A grade of "C" or better is required to pass this course. Please note: Level 3 courses EESL-086, ERDG-087, and EWRT-088 are part of an intensive unit. All three courses must be taken together. A grade of "C" or better in all three courses must be attained to pass on to the next level. If a student fails to achieve a grade of "C" or better in any one of these courses, all three of the courses must be repeated. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**EWRT-088 — BASIC WRITING SKILLS 1****3 credits**

This course is designed to meet the needs of students who have attained a high intermediate level of English. It is given in conjunction with EESL-086 and ERDG-087. The course will provide practice in writing paragraphs and essays, moving from very simple to more complex topics. The emphasis is on writing in various methods of discourse, grammar and mechanics. A grade of "C" or better is required to pass this course. Please note: Level 3 courses EESL-086, ERDG-087, and EWRT-088 are part of an intensive unit. All three courses must be taken together. A grade of "C" or better in all three courses must be attained to pass on to the next level. If a student fails to achieve a grade of "C" or better in any one of these courses, all three of the courses must be repeated. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**ERDG-089 — ESL READING****3 credits**

This course is intended to continue the ESL student's development in the reading process in preparation for college-level reading in English. Four basic areas are emphasized: reading for pleasure, developing comprehension and critical thinking skills, expanding vocabulary, and reading faster. Student-centered individual and group activities are used extensively in the classroom. Students chart their progress in terms of increasing reading rate. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. CO-REQUISITES: EWRT-093 and EESL-094. A grade of "C" or higher in all three courses is required to pass. PREREQUISITE: ERDG-087 or placement.

**EESL-094 — ESL LEVEL 4****3 credits**

This grammar course is intended for students who have mastered a high-intermediate level of English. It offers a comprehensive review of Level 2 and 3 structures, such as perfect verb tenses, modal auxiliaries, the passive voice, and compound/complex sentences. Students practice the verb tenses in integrated exercises. The review of complex syntactical patterns also covers appropriate mechanics. New grammar encompasses more advanced forms. Future perfect tenses, noun clauses, gerunds, infinitives, modal perfects, unreal conditionals, and the subjunctive mode are covered. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. CO-REQUISITES: ERDG-089 and EWRT-093. A grade of "C" or higher in all three courses is required to pass. PREREQUISITE: EESL-086 or placement.



## Developmental English

### **DRDG-091 — READING LEVEL 1**

**3 credits**

Reading 1 offers practice in active reading skills for improved comprehension and efficiency, as well as vocabulary development using a variety of materials from textbooks, literature, and periodicals. Students will be introduced to the STCC Library in this course. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

### **DRDG-092 — READING LEVEL 2**

**3 credits**

Reading 2 emphasizes critical reading, addressing general and specific comprehension skills for library research, reading textbooks, technical material and literature. Vocabulary development focuses on context and structural analysis. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

### **DWRT-095 — REVIEW OF SENTENCES AND PARAGRAPHS**

**3 credits**

DWRT-095, a sentence skills course, is intended for students who would benefit from a comprehensive review of English sentence structure, covering rules of grammar, mechanics, punctuation, and standard usage. Paragraph development is also introduced in preparation, upon successful completion of the course, for advancement to Review for College Writing (DWRT-099). Enrollment in DWRT-095 is required, if indicated by English Placement test results, and cannot be counted for graduation credit.

### **EWRT-093 — BASIC WRITING SKILLS 2**

**3 credits**

This course is intended to continue the ESL student's development of the writing process, providing needed practice in preparation for English Composition 1. It offers an in-depth review of paragraph and essay development. New material emphasizes expository essay writing for academic purposes, which is focused on a selection of major rhetorical modes. A review of the Library's online catalog as well as an introduction to academic research using library databases is also part of the curriculum for this course. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. CO-REQUISITES: ERDG-089 and EESL-094. A grade of "C" or higher in all three courses is required to pass. PREREQUISITE: EWRT-088 or placement.

### **DWRT-099 — REVIEW FOR COLLEGE WRITING**

**3 credits**

This course provides a review of basic English skills in grammar, sentence structure, paragraphing, and essay development to prepare students for college-level writing. The course, intended for students who have had difficulty with written English, provides preparation for ENGL-100, but it cannot be counted for graduation credit. A grade of "C-" or better in DWRT-099 is required for admission to ENGL-100. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

## English

NOTE 1: All college-level English courses require proficiency in the spoken and written English language. To enter college-level courses, students must score into ENGL-100 on the STCC English placement test, or pass DWRT-099.

NOTE 2: College-level English courses may be taken no more than twice.

### **ENGL-100 — ENGLISH COMPOSITION 1**

**3 credits**

The objective of this course is to improve the student's ability to communicate effectively in writing. Areas covered in this course will include introduction of basic writing patterns, effective construction of paragraphs and essays, and preparation of the documented research paper.



**ENGL-101— COLLEGE ENGLISH 2****3 credits**

This course is a continuation of English Composition 1 with specific emphases on developing critical thinking skills; analyzing and interpreting college-level texts; utilizing primary and secondary research sources; and continuing development of effective writing methodologies and skills. **PREREQUISITE:** ENGL-100 and permission of NextStep advisor. Restricted to Verizon New England NextStep program

**ENGL-110 — HONORS ENGLISH COMPOSITION 1****3 credits**

This honors-level Composition 1 course parallels the standard description for a section of ENGL-100. The objective of this course is to improve the student's ability to communicate effectively in writing. Areas covered will include introduction of basic writing patterns, effective construction of paragraphs and essays, and preparation of the documented research paper. In addition, students will be required to submit work that is representative of honors-level coursework. To that end, more time is dedicated to developing argumentation and research skills. Two documented research papers will be assigned. All work for the course will be kept in a portfolio; at the end of the semester, students will submit a portfolio review essay, critiquing their progress. Equivalent to ENGL-100. **PREREQUISITE:** DWRT-099, minimum grade C-

**THTR-110 — FUNDAMENTALS OF ACTING****3 credits**

This course introduces students to the art of acting with emphasis on characterization, voice, and movement. In addition, varieties of acting techniques, script analysis, improvisation, and theater exercises will be used to prepare monologues, duet scenes, and one-act plays. Additional emphasis is on acting as a method of improving self-presentation and self-development.

**ENGL-200 — ENGLISH COMPOSITION 2: AN INTRODUCTION TO LITERATURE****3 credits**

This course involves the close reading and class discussion of fiction, poetry and plays, and writing essays about literature. Emphasis is on the role of individual literary works as expressions of universal human experience. **PREREQUISITE:** ENGL-100.

**ENGL-201 — BUSINESS ENGLISH****3 credits**

This course is designed to prepare business students to meet the requirements of writing all kinds of communications in the business world, emphasizing the construction of proper business letters, resumes, and memoranda. Students develop an understanding of correct style, form, and tone and gain an ability to write clear and concise business communications. **PREREQUISITE:** ENGL-100.

**ENGL-202 — TECHNICAL REPORT WRITING****3 credits**

Instruction has been organized to emphasize methods involved in the writing process. Special emphasis has been placed on the factors which report writers must consider and the processes they must follow in writing a report. Students will become acquainted with the techniques of analyzing a writing situation, methods of investigating the problem, organizing the report, and preparing the final copy. **PREREQUISITE:** ENGL-100.

**ENGL-203 — FUNDAMENTALS OF ORAL COMMUNICATION****3 credits**

Students will learn the techniques of effective oral communication, and will present researched speeches on a variety of organizational patterns. Being educated means having something to say; this course will help you say it.

**ENGL-210 — HONORS ENGLISH COMPOSITION 2****3 credits**

This honors-level English Composition 2 course parallels the standard description of Introduction to Literature: close reading and class discussion of fiction, poetry, plays, and essay assignments involving writing about literature. In this course, reading and writing assignments are appropriate to the honors level. A research essay and a 20-minute presentation to the class are required. **PREREQUISITE:** ENGL-100, minimum grade A-; or ENGL-110, minimum grade B.

**ENGL-300 — LITERATURE OF THE WESTERN WORLD:  
BC TO 17TH CENTURY****3 credits**

This course examines literary classics of Western culture to develop both an appreciation of their intrinsic worth and an awareness of their significance in the history of ideas and literature.

Readings are from the Biblical, Classical, Medieval, and Renaissance periods, and may include portions of the Old Testaments; selections from epic narratives such as Homer's *Odyssey*, Virgil's *Aeneid*, and Milton's *Paradise Lost*; selected poetry of Sappho, Catullus, Petrarch; selections from frame narratives such as Dante's *Inferno* and Chaucer's *Canterbury Tales*. Three hours' lecture. PREREQUISITE: ENGL-100; ENGL-200 is strongly recommended.

### **ENGL-301 — ENGLISH LITERATURE: ANGLO-SAXON TO NEOCLASSICAL PERIODS**

Readings in English literature from the Anglo-Saxon to the Neoclassical periods are studied with attention to their content and style. Such works as *Beowulf*, *The Canterbury Tales*, *King Lear*, and *Paradise Lost* are examined as representations of major literary and intellectual movements in Britain. PREREQUISITE: ENGL-100; RECOMMENDED: ENGL-200. Honors component available.

### **ENGL-302 — AMERICAN LITERATURE: 1620-1860**

**3 credits**

The growth of American literature from the Colonial period to the Civil War reflects major developments in American thought, beliefs, and values. Such writers as Bradford, Bradstreet, Edwards, Franklin, Hawthorne, Emerson, Thoreau, and Stowe will be the basis of our close, critical reading and discussion, representing our literary and intellectual heritage. PREREQUISITE: ENGL-100; RECOMMENDED: ENGL-200. Honors component available.

### **ENGL-304 — INTRODUCTION TO AFRICAN-AMERICAN LITERATURE 1 3 credits**

This course is designed to accomplish two aims. First, there will be a concentrated study of the writings of African Americans, including the oral tradition. Secondly, this course will focus on developing an awareness of the unique quality of African-American life and culture, as well as of its contributions to world literature. Honors component available. PREREQUISITE: ENGL-100

### **ENGL-305 — CHILDREN'S LITERATURE**

**3 credits**

Children's Literature is an elective one-semester survey course. Students read and analyze picture storybooks, folklore, children's poetry, and young adult novels. Selections are multicultural. PREREQUISITE: ENGL-100; RECOMMENDED: ENGL-200

### **ENGL-308 — WOMEN IN LITERATURE**

**3 credits**

This course will focus on the roles, myths, and stereotypes of women in different historical periods, and relate these roles to the social structure, the status, and function of women in the particular social setting in which the literary works were written. The study will enable us to discover to what extent the image of women in literature reflects reality, and to what extent it is an ideal encouraged to keep women in a particular role. An anthology of short stories by internationally-known women writers is a required text, along with Kate Chopin's novel *The Awakening*. PREREQUISITE: ENGL-100; RECOMMENDED: ENGL-200. Honors component available.

### **ENGL-309 — SEX AND SEXUALITIES IN WESTERN LITERATURE**

**3 credits**

This course will focus on the diverse ways that issues of sex and sexuality have been played out on the textual stage of Western literature. Armed with critical frameworks (including Foucault's *History of Sexuality*), students will grapple with the continuum of sexualities depicted in literary works as well as the medicalization of sexuality originating in the 19th century and continuing into the present day. The primarily 19th and early 20th century readings will be weighted toward those sexualities that have been historically marginalized, including what we now term gay/lesbian/ and bisexual. These texts will span the genres of poetry, drama, fiction, and non-fiction, and will include works by Chaucer, Shakespeare, William Bradford, Christina Rossetti, Tennyson, Melville, Oscar Wilde, E.M. Forster, D.H. Lawrence, Virginia Woolf, Radclyffe Hall, and Tennessee Williams. Historical contextualization will be offered by the writings of Krafft-Ebing, Havelock Ellis, and Freud. 3 hours lecture. PREREQUISITES: ENGL-100, ENGL-200 recommended, or permission of instructor.

### **THTR-310 - 312 — COLLEGE THEATER WORKSHOP 1, 2, & 3**

**1, 2, or 3 credits**

This is a play production course. Each semester a play is chosen to be prepared and performed at the end of the semester. Students may select one, two, or three credits and participate on a limited or standard course time basis. Students will be involved in various theater activities: acting, set construction, set decoration, props, lights, and costumes. This course may be taken by

students, faculty, and staff as a co-curricular activity with or without credit. PREREQUISITES: SPCH-203 or ENGL-100.

### **ENGL-319 — INTRODUCTION TO JOURNALISM**

**3 credits**

An introductory course designed to explore the overall area of journalism as related to producing a weekly student newspaper. The class is conducted as a workshop with instruction focused on news reporting, feature writing, and page layout.

### **ENGL-321 — INTRODUCTION TO CREATIVE WRITING: POETRY**

**3 credits**

The emphasis of this course is on the writing of poetry, although students will also have the opportunity to write fiction and drama, using contemporary and traditional models for their work. During the semester, students will write poems in a variety of forms from free to formal verse including haiku, sonnets, villanelles, sestas, ghazals, and pantoums. For each genre, students will practice appropriate strategies, including the use of imagery, metaphor, rhyme and rhythm, point-of-view, dialogue, characterizations, and plot development. Preparation of a portfolio is required of each student. Final projects will include a class reading of finished pieces and publication of a literary magazine. PREREQUISITE: ENGL-200, or ENGL-100 and permission of instructor. Honors component available.

### **ENGL-329 — LATINO WRITERS IN THE U.S.**

**3 credits**

This course will introduce students to contemporary writings by Latino writers who are living or have lived in the U.S. Students will develop a greater understanding of one of America's largest, most diverse, minority populations and the social, cultural, and economic issues with which it contends. Close reading of works in various literary genres (including social and cultural criticism) will be used to expand on such issues and themes as assimilation, cultural and gender identity, ethnic identification, cultural conflicts, cultural isolation, political and economic struggles, and perceptions of mainstream America. PREREQUISITE: ENGL-100; ENGL-200 recommended.

### **ENGL-345 — THE AMERICAN AND EUROPEAN SHORT STORY**

**3 credits**

This course explores the evolution of the short story. Born from the epic tale and Westernized by Chaucer, the short story emerged in the mid 19th century. This course analyzes and evaluates the major classic and contemporary short story writers, along with their techniques and contributions to our literary heritage. An anthology of classic and contemporary short stories featuring internationally-recognized authors is the basis of study.

### **ENGL-351 — NON-WESTERN LITERARY VOICES**

**3 credits**

This course involves reading and discussion of 20th century fiction, plays, poetry, and non-fiction of several regions of the non-Western world such as Africa, the Middle East, south Asia, and east Asia. Literary selections will be studied in relation to their cultural context and their expression of universal human experience. PREREQUISITE: ENGL-100; ENGL-200 recommended.

### **ENGL-400 — LITERATURE OF THE WESTERN WORLD: 8TH TO 20TH CENTURIES**

**3 credits**

This course examines significant literary works of Western culture from the 18th century to the modern era, to develop both an appreciation of their intrinsic worth and an awareness of their significance in the history of ideas and of literature. Readings are from the prose, poetry, and drama of the Age of Enlightenment, the Romantic period, the period of Naturalism, and the early 20th century. Readings may include selections from Moliere's *Tartuffe*, Swift's *Gulliver's Travels*, Voltaire's *Candide*, Rousseau's *Confessions*, Goethe's *Faust*, Shelley's *Frankenstein*, Flaubert's *A Simple Heart*, Dostoyevsky's *Notes From the Underground*, Woolf's *A Room of One's Own*, and other brief works. Three hours' lecture. PREREQUISITE: ENGL-100; ENGL-200 recommended.

### **ENGL-401 — ENGLISH LIT. 2: ROMANTICISM TO MODERNISM**

**3 credits**

This course is a continuation of English Literature 1 and consists of readings from the Romantic period to the twentieth century. Works of such writers as Wordsworth, Coleridge, Keats, Dickens, the Brownings, Joyce, and Woolf may be included in the course. The works are studied from the same critical perspective and with the same emphasis as in ENGL-301. PREREQUISITE: ENGL-100; RECOMMENDED: ENGL200. Honors component available.



**ENGL-402 — AMERICAN LITERATURE: 1860-PRESENT****3 credits**

Readings of American fiction, poetry, and drama from the Civil War to the present, range from Whitman, Dickinson, Twain, James, to Frost, Fitzgerald, Hemingway, Faulkner and several contemporary writers. This course continues the survey of American literature from the same critical perspective as ENGL-302. PREREQUISITE: ENGL100; RECOMMENDED: ENGL-200. Honors component available.

**ENGL-404 — INTRO. TO AFRICAN-AMERICAN LITERATURE 2****3 credits**

This course is designed to accomplish two aims. First, there will be a concentrated study of the writings of African-Americans from slavery to the present, including not only the usual fiction, essays, and poetry, but also folk tales, orations, and slave narratives. There will also be some exploration of the role of African-American women in fiction. Secondly, this course will focus on developing an awareness of the unique quality of the African-American experience as it has defined the various modes and themes that characterize African-American literature.

**ENGL-408 — WOMEN IN LITERATURE 2****3 credits**

This course will serve as a natural progression of the basic survey course in Women in Literature. However, rather than focusing on short stories by women, Women in Literature 2 will examine women's short novels, plays, essays, and poetry. PREREQUISITE: ENGL-100; RECOMMENDED: ENGL-200. Honors component available.

**ENGL-421 — INTRODUCTION TO CREATIVE WRITING: FICTION****3 credits**

The emphasis of this course will be on the writing of fiction, although students will also have the opportunity to write poetry and drama using contemporary and traditional models for their work. During the semester, students will learn various strategies of characterization, plot development, use of dialogue and stream of consciousness, point of view and others. Assignments will include: a story in a sentence, writing a compelling scene, flash fiction, and writing the short story. Preparation of a portfolio is required of each student. Final projects will include a class reading of finished pieces and publication of a literary magazine. PREREQUISITE: ENGL-200 or ENGL-100 and permission of instructor. Honors component available.

**ENGL-900 — DIRECTED STUDY IN ENGLISH****variable credit**

Projects for advanced individual study by special arrangement with the instructor and approval of the Department and School Chairpersons. Students are expected to demonstrate willingness and ability to work on their own with minimal assistance.

**JOUR-900 — DIRECTED STUDY - JOURNALISM****3 credits**

Projects for advanced individual study by special arrangement with the instructor and approval of the department chairperson and school dean. Students are expected to demonstrate willingness and ability to work on their own with minimal assistance.

**LIBR-100 — LIBRARY EXPLORATION****1 credit**

This course will teach students how to locate, evaluate, and use information from books to journals and from films to the Internet. Designed to encompass many subjects, the course will provide students with an opportunity to explore the literature and information sources in their program or area of academic interest. There will be group and individual projects and several surprising detours as the exploration unfolds. No prerequisites except curiosity, energy, and a willingness to expand your horizons.

**LIBR-101 - LIBRARY EXPLORATION/EDUCATORS****1 credit**

Why is the sky blue? How do I find a company profile? What is a Luddite? Who said, "Let them eat cake" - and why? How does broadcast news affect my perceptions of the world? Primary vs. secondary resource? Dictionaries, encyclopedias, online catalogs, indexes, databases, Internet, WWW, television, radio - whew! What to use, when to use it, why use it? Questions, questions, questions. Come explore the sea of information and let us help you acquire navigation skills that will enable you to sail the sea of life with confidence. One hour lecture. Restricted to EDUC majors. PREREQUISITE: ENGL-100; CO-REQUISITE: CMPA-197.

## Film Studies

### **FLMS-127 — INTRODUCTION TO ITALIAN CINEMA**

**3 credits**

This course provides an introduction to film theory and an overview of "classic" Italian cinema from the earliest films produced through the 1960s. Students will see films that represent the Italian styles of neo-Realism and historical drama, and will see auteur films by Fellini and Antonioni. This course is designed for students who have little or no background knowledge about film theory or Italian cinema.

## Finance

Students must place into DRDG-092 (reading) or higher and ALGB-081 or ALGB-087 or higher, or be exempt, to be permitted to enroll in any business course. Being enrolled in DWRT-099 (Review for College Writing) does not change this requirement.

### **FINC-110 — INTRODUCTION TO FINANCE**

**3 credits**

This course is designed to acquaint the student with the manner in which the financial system functions and with the techniques used to reach financial decisions. Major topics to be studied include the nature of money and financial institutions, central banking, securities markets, managing and financing of organizational assets. Special emphasis is given to financial decision-making. **PREREQUISITE:** Completion of DRDG-092 and ALGB-081

### **FINC-310 — MONEY AND BANKING**

**3 credits**

The changing nature and functions of money are studied in considerable detail. The role of the banking system as a creator of money and credit is analyzed. The course includes an extensive study of non-bank financial intermediaries. A macroeconomic model is developed within which the relative efficiency of monetary and fiscal policy is examined. **PREREQUISITE:** FINC-110.

### **FINC-410 — INVESTMENTS**

**3 credits**

This is a beginning course in investment management with special emphasis on the principles governing individual and institutional investment programs. Topics covered include the mechanics of investment, investment media, securities analysis and portfolio management. **PREREQUISITE:** FINC-110.

### **FINC-411 — MANAGERIAL FINANCE**

**3 credits**

The principal focus of Managerial Finance is on decisions and actions that are undertaken in light of the firm's objectives. Certain key concepts and commonly used tools of financial analysis are developed. Included are such topics as ratio analysis, sources and the use of funds analysis and financial control techniques. This material provides a useful overview of finance, and the ideas and terminology developed here facilitate an understanding of all the other parts of the course. Topics to be covered include decisions involving working capital, long-term assets, sources and forms of long-term financing, financial structure and leverage and cost of capital calculations. **PREREQUISITES:** FINC-110, ACCT-210.

*Courses will be offered subject to sufficient enrollment.*

## Fine Arts

(See Art)

## Fire Protection and Safety Technology

(These courses are offered off campus, evenings only.)

**FIRE-125— FIRE PROTECTION AND FIRE PREVENTION****4 credits**

An introduction to fire science, with an emphasis on fire safety education, including prevention and protection. This course includes a historical survey of fire services, principles of flame and smoke spread, flammable liquids, gases, explosions, residential and industrial hazards. It also provides an overview of residential and commercial fire safety inspections, safety demonstrations, extinguishing techniques, and public and news media relations.

**FIRE-210 — BUILDING CONSTRUCTION****3 credits**

An exploration of building construction and design with emphasis on fire protection concerns, and review of statutory and suggested guidelines — local, state, and national. **PREREQUISITE:** FIRE-120

**FIRE-220 — ORGANIZATION AND MANAGEMENT OF FIRE DEPTS.****3 credits**

An exploration of organizational principles with emphasis on fire department organization; a study of the history, types, methods, and principles of fire department organization, both formal and informal, line and staff. Emphasis is placed on supervisory responsibilities and functions. **PREREQUISITE:** None

**FIRE-310 — FIRE HYDRAULICS AND EQUIPMENT****3 credits**

A course in incompressible fluids, including fluid properties, principles of fluid status, fluid flow system principles, pipe friction and heat loss, flow measurements, pumps, and other hydraulic devices and machinery. Applications are related to fire protection systems such as sprinklers, standpipes, hoses, nozzles, pumpers, and water supply systems. Demonstrations will illustrate and supplement the principles developed in the class. Required for graduation. **PREREQUISITE:** MATH-117.

**FIRE-330 — FIRE PROTECTION SYSTEMS****3 credits**

The detection and extinguishing systems of both automatic and manual types are studied, including sprinkler and standpipe systems, inert gases, foam and dry chemicals, temperature and smoke responsive devices, and alarm and signaling systems. Demonstration will illustrate and supplement the class work. Required for graduation. **PREREQUISITE:** FIRE-120 or FIRE-125.

**FIRE-340 — FIRE OFFICERSHIP****3 credits**

Fire department company officers play an important role in the coordination of the fire department's goals and objectives. In most instances, they are the people who ensure that action is taken to accomplish day-to-day tasks. This course focuses on the basic principles of fire department organization, leadership principles, working relationships, and personnel management. For the firefighter aspiring to become a company officer, or for a company officer wishing to improve management skills, this course will help develop and improve the necessary skills to effectively manage the fire company. **PREREQUISITE:** FIRE-110 or FIRE-125.

**FIRE-410 — HAZARDOUS MATERIALS****3 credits**

This course includes a review of basic chemistry, storage and handling of hazardous materials, laws, standards, and fire fighting practices within extreme fire hazard areas. Demonstrations will illustrate and supplement the class work. Required for graduation. **PREREQUISITE:** CHEM-101



**FIRE-420— FIRE CAUSES AND DETECTION (ARSON 1)**

**3 credits**

This course concerns the history, development, and philosophy of fire investigation and detection, including inspection techniques, gathering evidence, and development of technical reports, fundamentals of arson investigation, processing of criminal evidence , and criminal procedures related to various state and local statutes . PREREQUISITE: FIRE-120 or FIRE-125.

**FIRE-430 — ADVANCED PROTECTION SYSTEMS**

**3 credits**

This course is a continuation of FIRE-330 and is presented for those people interested in advanced fire control systems. Sprinkler systems will be given a great amount of attention in this course. PREREQUISITE: FIRE-330

**FIRE-498 — ARSON 2**

**3 credits**

A continuation of Fire Causes and Detection (Arson 1.) PREREQUISITE: FIRE-420

## French

**FREN-124 — ELEMENTARY FRENCH 1**

**3 credits**

This is an introductory course for students who have little or no previous background in French. Students are introduced to the French alphabet, diacritical marks, and phonics system. Basic grammar, vocabulary building, reading comprehension, and writing are also introduced. Basic listening comprehension skills and conversational skills are developed. The class is conducted in French as much as possible. PREREQUISITE: None

**FREN-224 — ELEMENTARY FRENCH 2**

**3 credits**

This course is a continuation of Elementary French 1. Students build on grammar skills, i.e. present, past and future tenses of verbs; expand vocabulary and reading comprehension; and write paragraphs and short compositions. Short stories and poetry are covered in class. Students expand their listening and speaking skills. This class is conducted mostly in French. PREREQUISITE: Successful completion of FREN-124 with a grade of C or higher, its equivalent at another college or university, one year of high school French and/or placement at FREN-224, or permission of instructor.

**FREN-324 — INTERMEDIATE FRENCH 1**

**3 credits**

This course is designed to maintain and improve French language skills for those with a basic knowledge of the language. Students will continue to progress in grammar, pronunciation, speaking, reading, and writing skills. Students will also continue to study the culture and customs of people in Francophone countries. The class is conducted mostly in French. PREREQUISITE: Successful completion of FREN-224 with a grade of C or higher, its equivalent at another college or university, two years of high school French and/or placement at FREN-324, or permission of instructor.

**FREN-424 — INTERMEDIATE FRENCH 2**

**3 credits**

This course is a continuation of FREN-324. Emphasis is placed on oral and written expression of the language. A variety of modern reading selections, representing writers from Francophone regions worldwide, will be assigned and discussed in class. Review of grammar from previous semesters, and introduction to some new grammar are presented. Classes are conducted in French. PREREQUISITE: Successful completion of FREN-324 with a grade of C or higher, its equivalent at another college or university, three years of high school French and/or placement at FREN-424, or permission of instructor.

## General Business (See Business Administration)

### Geographic Information Systems

#### **GINF-200 — GIS APPLICATIONS**

**3 credits**

This course builds on the skills learned in the introductory course (CIVL-270). Students will solve real world problems based on the student's area of interest. Students will use application projects to develop early, intermediate, and final maps as well as graphs to demonstrate analysis competency and skill proficiency. Maps and graphs can serve as an early student portfolio. CO-REQUISITE: GINF-200L

#### **GINF-330 — ADVANCED GIS**

**3 credits**

This course will explore database design principles and study seven different case studies representing real geodatabase design for a specific GIS application domain, such as parcel management and tax assessment, address data management, and water resource applications. Students will design a geodatabase project. 2 hours' lecture. PREREQUISITE: CIVL-470; CO-REQUISITE: GINF-330L.

#### **GINF-397 — GIS INTERNSHIP**

**3 credits**

This internship will give students in the Geographic Information Systems certificate of completion program work experience in any of the following career fields: architecture, agriculture, business, communications, education, engineering, forestry, healthcare, law enforcement, meteorology, transportation, urban planning, or utilities. The student will complete 150 hours of on-the-job training. 2 hours' lecture. PREREQUISITE: CIVL-470.

### Geography

#### **GEOG-101 — INTRODUCTION TO GEOGRAPHY**

**3 credits**

This course introduces the major geographic tools, techniques, and methodological approaches to demonstrate how to examine the world and understand the story behind a map. The Earth, its climate and weather processes and landforms, provide the foundation to understand the movement of people, goods, and ideas around the globe, global cultural diversity, and the human impact on the landscape. The course will include contemporary geographical issues such as gender justice, development, and environmental protection. Map reading techniques are strongly emphasized. Three hours lecture. PREREQUISITE: DRDG-092, minimum grade C-.

#### **GEOG-201 — WORLD REGIONAL GEOGRAPHY**

**3 credits**

This course introduces the major geographic tools and themes for examining the world's regions. The earth, its climate, and landforms provide the foundation for understanding population patterns, migration, human economic and political activity, and the interrelationship between humankind and the environment. What defines a world region and the impact of globalization on the planet's socioeconomic, cultural, and geopolitical structure will be examined. Map reading techniques are strongly emphasized. Three hours lecture. PREREQUISITE: ENGL-100.

## Geology

### **GEOL-110 — ENVIRONMENTAL GEOLOGY**

**3 credits**

The primary focus of this course is to introduce the student to the natural environment and the human interactions and everyday problems with the environment and the global community from a geological perspective. This course will introduce the student to the dynamics of how planet Earth works, explore how the relationship between human activities and natural systems may change planetary conditions, and evaluate the role that developing technologies play in maintaining and altering these planetary conditions. Topics covered will include environmental systems, population growth, water resources, waste issues, atmospheric issues, natural hazards, energy resources, and consumption. Three hours lecture.

## Graphic Arts Technology

### **GRPH-122 — DIGITAL PREPRESS**

**3 credits**

This lecture and lab course presents the various techniques, both traditional and electronic, of prepress preparation for printing. The lecture portion of the course will cover the specific requirements of image reproduction, including an overview of equipment, materials, software, and technique. The process of laying out a print job in the most efficient and economical configuration will be emphasized. In the lab portion, students will be introduced to traditional prepress techniques, including contacting, camera work, and film image assembly. Precision, calibration, and quality evaluation will be stressed. PREREQUISITE: None

### **GRPH-125 — TYPOGRAPHY AND LAYOUT**

**3 credits**

This lecture and laboratory course is designed to introduce the student to the basic elements of type design and page layout. The lectures cover the history, terminology, specification, and aesthetics of type, as both text and design elements. The fundamentals of page layout will be covered with a focus on the effective visual presentation of type and images. In the lab the student will produce a variety of typographic and page layout projects using current professional page layout software. These projects will require the student to design effective visual solutions to communications problems, moving from concept development through the production of the completed design. Emphasis is placed on clean functional design. CO-REQUISITE: GRPH-125L

### **GRPH-131 — GRAPHIC COMMUNICATIONS**

**3 credits**

This basic course is designed to introduce students to the printing industry. The story of printing is told chronologically through a series of lectures that cover the first attempts at communication, through the development of mass communication systems, to a vision of what the world of printing might be like in the future. Assignments are designed to challenge the student's understanding of the purpose of mass communications through various printing processes in today's society. PREREQUISITE: ALGB-078 level or permission of instructor.

### **GRPH-145 — INTRODUCTION TO THE GRAPHIC ARTS COMPUTER**

**3 credits**

This lecture and laboratory course will introduce students to the graphic arts computer, particularly the Macintosh. Students will learn basic computer functions used in all graphic arts applications, such as mouse skills, reading and selecting from the menus, graphic user interface, disk and filing operations, and printing files. Students will become familiar with today's popular graphics software, such as word processing, desktop publishing, drawing and painting, and photo manipulation. The class will receive individualized instruction in the laboratory groups. PREREQUISITE: None.



**GRPH-170 — INTRODUCTION TO DIGITAL PHOTOGRAPHY****3 credits**

This course is designed as an introduction in the use of a point and shoot digital camera as well as the more advanced single lens reflex models. The course is designed for those who are too intimidated to read the owners manual and would like to have the features and procedures associated with their camera explained and demonstrated. This course will also benefit those who have yet to decide what type of digital camera to purchase or to upgrade to a more advanced model. In addition to lectures and demonstrations, students will have hands-on experience using supplied digital cameras and computer work stations that will show them how to record, store, email, and reproduce their digital images. While there are no prerequisites for this course, a basic understanding of computer use would be helpful.

**GRPH-180 — PROFESSIONAL DIGITAL PHOTOGRAPHY****3 credits**

This course is an introduction to photographic processes that use computer-based technologies. Students will learn the basics of image capture with both conventional and digital cameras. From there they will explore the world of digital image processing, including electronic scanning of both reflective and transparent materials, using Adobe Photoshop software to prepare and modify the images, and outputting black & white and color prints. Lecture three hours.

**GRPH-200 — INTRODUCTION TO WEB DESIGN****3 credits**

This lecture and laboratory course is designed to introduce the concepts of the world wide website design and development. Students will learn the basics of HTML programming to create a home page that incorporates graphic, textural, and aesthetic perspectives. Each student will design a home page as part of the course. The present and future status of the world wide web will be discussed. Basic computer skills are required. **PREREQUISITE:** GRPH-145, CMPA-196, or permission of instructor.

**GRPH-201— INTERACTIVE MEDIA DESIGN****3 credits**

This course is a continuation of GRPH-200 and will introduce the student to interactive multimedia techniques for the Internet. Using a wide range of software for media design and Rich Media creation (audio and animation-enhanced interactivity), the student will learn to produce dynamic interactive web pages. The course will focus primarily on the use of Flash and Dreamweaver software programs. Included are such topics as advanced compression technologies including video and audio compression, nonlinear narrative, navigational interface design, and delivery for the world wide web. Two hours of lecture. **PREREQUISITE:** GRPH-200

**GRPH-222 — IMAGE ASSEMBLY****3 credits**

This lecture and laboratory course presents the techniques involved in the assembly of images for printing. The lecture part of the course will take the student from traditional film assembly techniques to electronic prepress, including such topics as press and bindery requirements, layout and imposition, color separation, trapping, platesetting, pre-flighting, and the various file formats. The laboratory part of the course will be project-based and progress from advanced film image assembly into electronic image assembly, including the assembly of complex multiple color, multiple page publications, proofing, and imagesetting. **PREREQUISITE:** GRPH-122

**GRPH-280 —ADVANCED DIGITAL PHOTOGRAPHY****3 credits**

This course is a continuation of GRPH-180 which uses computer-based technologies to record and output photographic images. The student will learn advanced techniques in image capture with digital cameras. Students will continue to explore the world of digital image processing using Adobe Photoshop software to prepare and modify images. Projects will include studio portraits, product photographs, macro photographs, black and white conversion, and color printing, with the emphasis on quality output. **PREREQUISITE:** GRPH-180; **CO-REQUISITE:** GRPH-280L

**GRPH-281 — ADVERTISING PHOTOGRAPHY****3 credits**

This is an advanced digital photography course requiring students to produce images that command the viewer's attention. The students will develop strong artistic and technical visual problem-solving abilities, primarily in a studio environment. Product photography, fashion photography, and food photography will be emphasized. Additional emphasis will be on client communication, professional business practices, and publication design. The students will

produce an advertising publication using their own photographic and graphic design skills. Critiques are held to provide the students feedback for their work. PREREQUISITE: GRPH-280; CO-REQUISITE: GRPH-281L.

**GRPH-282 — PROFESSIONAL DIGITAL IMAGING TECHNIQUES**

**3 credits**

This is an advanced digital imaging course focusing on digital image manipulation using Adobe Photoshop. The course will teach students how to professionally modify their digital images to address specific imaging problems, including distortion and perspective correction and control, processing of RAW digital images, advanced defringing and retouching techniques, advanced image compositing and stitching techniques, high quality inkjet color and grayscale printing techniques, as well as other topics. Students will be given a series of projects that will incorporate the learned techniques. PREREQUISITE: GRPH-280 or permission of the instructor. CO-REQUISITE: GRPH-282L.

**GRPH-283 — PHOTOGRAPHIC ILLUSTRATION**

**3 credits**

This is an advanced digital photography course allowing students to express themselves through photography. The student will develop strong artistic and advanced digital image compositing skills. Fine art photography, still life photography, and photojournalism will be emphasized. Students will become skilled at electronic set building and location photography. They will produce a series of projects, including some that will be self-directed. Additionally, students will be encouraged to study and create innovative photographic techniques. Critiques are held to provide the students feedback for their work. PREREQUISITE: GRPH-280 or permission of instructor; CO-REQUISITE: GRPH-283L.

**GRPH-323 — PREFLIGHTING AND TRAPPING**

**3 credits**

This is a lecture and lab course in which the most important elements of electronic prepress are discussed and practiced. Subjects included are the layout and positioning of images for printing, digital image assembly systems, image trapping, and preflighting jobs. Students will learn these skills on professional-level software such as Quark XPress, Adobe Illustrator and Photoshop, and Luminus Trapwise and Presswise. PREREQUISITE: GRPH-145. Offered evenings only

**GRPH-360 — OFFSET PRESSWORK**

**3 credits**

This course will familiarize the student with the theory and operation of the offset lithographic printing press. The technical components of these presses will be detailed emphasizing the advantages and limitations of the process, enabling the student to maximize and enhance his or her design capabilities. Printing substrates will be presented in detail along with color matching systems. Laboratory exercises will familiarize the student with the operation of small offset duplicators and larger offset presses. PREREQUISITE: GRPH-131.

**GRPH-397 — GRAPHIC ARTS COOPERATIVE EDUCATION**

**3 credits**

Graphic Arts Cooperative Education is a course which enables students to achieve work experience in assignments which are directly related to their major field of study. It provides valuable first-hand experience in the field, wages earned to defray most college expenses, and work experience to give participating students "paid experience" references for future employment opportunities. PREREQUISITES: Senior Standing; GRPH-122, GRPH-125, GRPH-131, GRPH-462.

**GRPH-420 — COLOR REPRODUCTION PROCESSES**

**3 credits**

This course is devoted exclusively to the reproduction of color images. The course begins by exploring some of the many fascinating aspects of color, including the nature of light and color perception. From there, the course will delve into the world of color measurement and specification, including a look at the various color spaces such as the Munsell and CIELAB. Topics covered will also include color printing characteristics, color standardization, hi-fi color, color proofing, and color management. The labs will be a combination of demonstrations and hands-on experiences including colorimetry, color evaluation, color scanning, image setting, and proofing. The aim of this course is to develop the skills required of graphic arts professionals to make critical and accurate color judgments. Lecture: two hours. PREREQUISITE: GRPH-131; CO-REQUISITE: GRPH-420L



**GRPH-422 — COLOR MANAGEMENT****3 credits**

In this course the student will learn the basic techniques for setting up and evaluating the quality of a prepress system. The calibration of a closed feedback loop will be the heart of the course, with special emphasis on color management techniques. The course will use CIE-based color models as the foundation for color specification and tolerancing. Students will learn techniques for ensuring that the final printed output of printed materials is predictable, and match the requirements of the job. Also covered will be such topics as dot shape, screen frequency, screen angles, moiré output resolution, and stochastic imaging. **PREREQUISITE:** GRPH-420 or permission of instructor.

**GRPH-425 — COLOR REPRODUCTION****4 credits**

As full color printing is now the standard rather than the exception it is very important that today's graphic arts professional have a good theoretical and practical understanding of the process involved. This lecture and laboratory course will cover the subject of color reproduction in graphic printing processes. The course will begin with a review of light and color, and proceed with such topics as color perception, color measurement and evaluation, color standardization, color printing characteristics, ink, color separation techniques, hi-fi color, and color proofing processes. The course will emphasize color management as a tool for maintaining precise color quality standards. **PREREQUISITE:** GRPH-131

**GRPH-445 — GRAPHIC ARTS PORTFOLIO WORKSHOP****3 credits**

This is a portfolio workshop in which students utilize the advanced technical skills that they acquired in previous Graphic Arts Technology courses. Students will be introduced to various graphic arts and multimedia software programs. The course will emphasize the development of subject matter, design techniques, and execution of audio-visual elements. Along with a resume detailing their technical and creative skills, the students will be required to produce several complex and involved projects. The primary focus of the course will be to develop a multimedia portfolio, which demonstrates the student's proficiency in various software applications. This portfolio can be used for future academic or professional employment presentations. **PREREQUISITES:** GRPH-462, GRPH-463; **CO-REQUISITE:** GRPH-445L

**GRPH-455 — MACINTOSH OPERATING SYSTEMS****3 credits**

Since the Apple Macintosh computer has become a staple "tool" for electronic prepress, learning proper operating procedures and maintenance is essential for all Graphic Arts Technology students. This hands-on lecture course explores system software basics through custom configuration, including disk and hard disk management, menus and hierarchies, System Folder and Finder, microprocessors and memory, loading and updating software, font storage, file formats, multitasking, third party utilities and extension conflicts, interfacing and inter-application communication, emulation, file sharing and networking, connecting peripherals, troubleshooting, and compatibility of popular software and hardware used in today's printing industry. **PREREQUISITES:** GRPH-125, GRPH-145 or CMPA-196 or permission of instructor.

**GRPH-461 — ELECTRONIC PUBLICATION - QUARK XPRESS****3 credits**

This lecture and laboratory course covers the computer preparation of graphic elements for publication. In the lecture part of the course the topics of publication planning and organization, imaging requirements, color, and applications software will be discussed. An emphasis will be placed on how the finished job will look. The laboratory part of the course will be made up of a series of progressively more complex exercises designed to develop the student's skills on specific page layout software such as QuarkXpress. Each student will design and produce a series of projects for this course. **PREREQUISITE:** GRPH-125.

**GRPH-462 — DIGITAL IMAGING - PHOTOSHOP****3 credits**

This lecture and laboratory course covers the computer preparation of visual images for publication. The lecture part of the course will deal with such topics as scanning, image manipulation, and output requirements. A focus will be on the aesthetics of visual images. The laboratory part of the course will deal with the development of advanced skills using digital imaging programs such as Adobe Photoshop. Each student will produce a series of projects for this course to demonstrate his or her proficiency in digital image preparation. **PREREQUISITE:** GRPH-145.



**GRPH-463 — DIGITAL ILLUSTRATION TECHNIQUES**

**3 credits**

This lecture and laboratory course covers the rendering of images for illustration. Students will learn the techniques of drawing with a computer. In the lecture part of the course, the topics discussed will include visual composition, form, space, perspective, color, and a bit of modern art history, as well as Postscript and EPS formats. The laboratory portion of the course will focus on exercises and projects using the Adobe illustrator vector-based drawing program and the Adobe Acrobat PDF program. PREREQUISITE: GRPH-145

**GRPH-464 — ADVANCED DIGITAL IMAGE PREPARATION**

**3 credits**

This lecture and laboratory course is an advanced course in the techniques of image preparation using Adobe Photoshop software. In this course the student will expand upon the technical skills learned in GRPH-462 Digital Imaging Preparation such as image selection, image improvisation, image manipulation, and retouching. Each student will be required to produce a series of projects in order to demonstrate proficiency in the use of this software. PREREQUISITE: GRPH-462.

**GRPH-491 — PHOTOGRAPHY AND THE DIGITAL DARKROOM**

**3 credits**

This course is an introduction to photography that uses both conventional and computer-based technologies. It also covers the history and aesthetics of photography. The student will learn conventional black and white film processing and the photographic printing processes, including exposure/development theory. In addition, the student will learn how to scan both reflective and transparent originals and use Adobe Photoshop software for image processing and output (in both black and white and color). Students will be given a variety of picture-taking assignments to develop their composition and perspective skills, and to promote creativity. Critiques are held to provide students with feedback regarding their work. Professional mounting and presentation techniques will also be demonstrated.

**GRPH-497 — GRAPHIC ARTS COOPERATIVE EDUCATION**

**3 credits**

Graphic Arts Cooperative Education is a course which enables students to achieve work experience in assignments which are directly related to their major field of study. It provides valuable first-hand experience in the field, wages earned to defray most college expenses, and work experience to give participating students "paid experience" reference for future employment opportunities. PREREQUISITES: Senior Standing; GRPH-122, GRPH-125, and GRPH-462.

## Health Information Technologies (See Medical Coding)

## History

**HIST-100 — SURVEY OF EARLY WESTERN CIVILIZATION**

**3 credits**

Origin and development of western civilization from the Stone Age through the classical civilization of the ancient world. The contributions of each major historical group through the emergence of modern Europe will be explored with emphasis on the social, economic, and political trends of each period.

**HIST-110 — EARLY U.S. HISTORY AND GOVERNMENT**

**3 credits**

History of the United States from the Colonial period to the end of the Civil War and Reconstruction. A topical approach is followed within a chronological framework centering on the colonial origins of American society, its separation from England, the subsequent process of nation building, framing of the Constitution, formation and structure of the United States government, and the development of the Civil War during the Ante-Bellum period.

**HIST-160 — AMERICAN PLURALISM: CONNECTICUT RIVER VALLEY AS CLASSROOM**

Through a comparative and multidisciplinary approach, this course will examine the idea of cultural diversity in the United States by focusing on immigration and ethnic groups in the Connecticut River Valley of Western Massachusetts. By studying the experiences of ethnic communities in the Valley — their arrivals, their interactions with other groups and their responses to social, economic and political changes in the U.S. — we will try to come to terms with the concepts of multiculturalism, diversity, tolerance and identity. We have all heard that the U.S. is "a nation of immigrants", a "melting pot" or a "tossed salad," but what do these terms tell us about the social economic and political characteristics of the United States? How does the history of immigration and relations between ethnic groups in the Connecticut River Valley illustrate cultural change and the evolution of "American" national identity? Three lecture hours. PREREQUISITE: ENGL-100

**HIST-200 — SURVEY OF MODERN WESTERN CIVILIZATION****3 credits**

Modern Western Civilization from the end of the Middle Ages to the present. Begins with 14th Century Europe and discusses the beginnings of modern science; the Enlightenment and the political revolutions in England, America, and France; the industrial and intellectual revolutions of the Nineteenth Century; the World Wars of the Twentieth Century and developments which follow in the post-war period. PREREQUISITE: None. Honors component available.

**HIST-210 — SURVEY OF MODERN U.S. HISTORY****3 credits**

History of the United States from the end of the Reconstruction period to the present. Consideration will be given to the impact of the Industrial Revolution on Late Nineteenth Century America and the influence of war and reform on the nation during the Twentieth Century. A social cultural and new political approach will be utilized. PREREQUISITE: None.

**HIST-300 — HISTORY OF CIVILIZATION TO 1650****3 credits**

This course follows the development of China, Japan, India, Africa, Eastern Europe, and South America from the Stone Age to 1650. It will examine scientific, economic, social, and cultural trends, with particular emphasis on the influence of religion and philosophy that is not based on the Judeo-Christian ethic.

**HIST-322 — INTRODUCTION TO AFRICAN-AMERICAN HISTORY:****COLONIAL TO 1865****3 credits**

The purpose of the course is to introduce the student to the history of the Afro-American in the United States. Beginning with an exploration of the African heritage, the course will explore the social, economic, and political role of African-Americans from 1865 through the Civil Rights movement of the 1960s. The course will also examine the development of black culture in the United States, the diversity of this culture, and its contribution to American culture in general. PREREQUISITE: ENGL-100

**HIST-400 — HISTORY OF CIVILIZATION SINCE 1650****3 credits**

This course follows the development of China, Japan, India, Africa, Eastern Europe, and South America from 1650 to the present. It examines scientific, economic, social, and cultural trends with particular emphasis on the influence of religion and philosophy that is not based on the Judeo-Christian ethic.

**HIST-425 — WOMEN IN HISTORY****3 credits**

This course will trace the history of women in America. It will focus on their economic, political, and social roles, as America moved from being an agrarian society to an industrial one. The course will also examine the historical role of women after World War I, and the influence of the civil rights movement on the late 20th century women's movement. Primary sources will be used in this course. PREREQUISITE: None.

**HIST-900 — DIRECTED STUDY IN HISTORY****variable credit**

Semester hours credit will vary from one to three, depending upon the written, agreed-upon, approved, student-professor contract.

## Honors Colloquia

### **HONR-502 — PHILOSOPHY OF SCIENCE COLLOQUIUM**

**3 credits**

The science colloquium will focus on historical trends in science, great thinkers in the world of science, and science and technology in the modern age. Supplementary sources such as *The Ascent of Man*, *Connections*, *Carl Sagan*, and *Nova* may be used. An integral component of this colloquium will be logic, critical thinking, analytical thinking, and data collection and analysis. Students will be encouraged to become involved in their own original research projects. **PREREQUISITE:** Acceptance into Honors program.

### **HONR-503 — LIBRARY RESEARCH COLLOQUIUM**

**3 credits**

Honors students will explore print, non-print, and electronic sources while seeking the best information on selected topics. Information literacy, evaluation skills, and research methods are covered. The organization of information, and discovering what is (and is not) found in libraries is addressed. Team and individual projects include treasure hunts, journals, oral presentation, and written assignments. Curiosity, persistence, and a sense of humor are prerequisites. **PREREQUISITE:** Acceptance into Honors program.

### **HONR-504 — HUMANITIES COLLOQUIUM: ARTS IN ACTION**

**3 credits**

The Arts in Action colloquium is designed to illustrate to the student how the arts contribute actively to our daily lives, how they give us a sense of our past, how they provide us with an enlightened sense of self, and how they enable us to understand the ongoing complexities of the human condition. This colloquium may focus on such areas as theater, music, dance, painting, and sculpture. Three hours lecture. **PREREQUISITE:** Acceptance into Honors program.

### **HONR-505 — THE WEST IN THE 20TH CENTURY**

**3 credits**

After a brief review of the West in the 19th century, the course will examine some factors that shaped the 20th century. Industrialization and technology, the emergence of mass society and culture, warfare and the modern nation state, and the western world after World War II will be the primary areas of analysis in a seminar format. This is a course to be taken for Honors. It is open to all in the Honors program and by permission for those students with a B average or better. All enrollees must have taken one of the following: HIST-100, HIST-200, HIST-110, or HIST-210. **PREREQUISITE:** Acceptance into Honors program.

### **HONR-506 — SOCIAL SCIENCE COLLOQUIUM: AMERICAN BIOGRAPHIES**

**3 credits**

This is an interdisciplinary social science course with a historical and biographical focus. "Modern" is defined as circa 1815 to the present. We will study the famous, infamous, and obscure. Women and men from the American experience will play a central role, but not to the exclusion of pivotal figures from around the globe. Political matters often dominate, yet social, intellectual and cultural aspects - both elite and popular - will also receive due attention. **PREREQUISITE:** Acceptance into Honors program.

### **HONR-507 — FROM SIDE STREETS TO SKYSCRAPERS: LITERATURE AND THE CITY**

**3 credits**

From the world of subways and skyscrapers, opportunities and outcasts, bright lights and dark alleys, come the varied voices of city literature. This honors course will examine images of the city in a variety of literary works, including poetry, short fiction, novels, and plays. We will explore concepts including the ways in which the city setting serves as a metaphor for its inhabitants, their struggles, and their successes. We will also explore how literature of the city, both past and present, confronts the unique experiences of, for example, the homeless, the unemployed, women, immigrants, and African-Americans. Students will be encouraged to participate in class discussions and will be required to write a variety of short responses and analytical essays on reading selections. As a final project for the course, students will write and present to the class a personal narrative about some aspect of a city that is significant in their lives, preferably Springfield, Holyoke, Chicopee, Worcester, Westfield, or some other area city that gives it its unique character and that connects to their own lives. Three hours lecture. **PREREQUISITE:** ENGL-100, Acceptance into Honors program.



**HONR-508 - HUMANITIES COLLOQUIUM: THE COMIC SPIRIT****3 credits**

The Comic Spirit: Perspectives on Humor and Laughter, an Honors program seminar, offers students a broad-based inquiry into the related concepts of comedy, humor, and laughter. It approaches these subjects from a mostly literary (and mostly Western) perspective with close study of comic drama and fiction, but the course will also consider film and television, cartoons, philosophy, psychology, sociology, and the physiology of laughter. The goal of the course is to help students reach fuller and more complete answers to the questions: What is humor? What makes people laugh? What makes something funny? Who decides? Three hours lecture.

**PREREQUISITE:** Admission into Honors program, ENGL-100, ENGL-200.

**HONR-509 — ENTREPRENEURSHIP: CONCEPT TO COMMERCIALIZATION****3 credits**

This Honors course provides direct theoretical and practical expertise in invention, innovation, and entrepreneurship. It will utilize the E-Team concept to promote, enhance, and support innovation through the use of guest speakers, workshops, lectures, field trips, laboratory experiments, professional advice, and group dynamics. E-Teams will be comprised of students from a variety of disciplines that include business and technologies. Student projects, centered on real-life designs and ideas, will be discussed and evaluated by E-Teams. Emphasis is given to the students' creativity and ingenuity, culminating in a marketable innovation. Areas of special interest are safety, adaptive (universal) design, comprehensive application, flexibility, and environmental impact. Visits to area businesses may also be a part of this course.

**PREREQUISITE:** permission of department chair.

**HONR-510 — THE CONGO: IMAGES/REALITIES****3 credits**

This course offers an in-depth look at the Congo. Using an interdisciplinary approach, students will learn about its history, politics, and culture from early colonialism to the present. In addition, students will conduct independent research, synthesizing information from works of fiction, journals, and documentary sources. One of the goals is to enhance understanding of this important country.

## Humanities

(See Arabic, Chinese, English, Fine Arts, French, Italian,  
Music, Philosophy, Spanish)

## Information Technologies

**CMPA-100 — COMPUTERS, WINDOWS AND EMAIL (5 weeks)****1 credit**

This elective course introduces computer novices and/or beginning students to the features and functionality of 1) computer hardware and computer literacy, 2) Microsoft Windows and email. Email will be used to link students with classmates, faculty, and the world wide web. Upon completion, students will be prepared for immediate and successful productivity in other courses utilizing computer technology. Note: It is highly recommended that beginners take CMPA-100 and OFFS-100 prior to enrolling in other computer courses. Three hours lecture.

**CMPA-101 — INTRODUCTION TO WORD PROCESSING****1 credit**

This course is an introduction to basic word processing concepts using the latest software. Students will complete assignments using basic formatting techniques, enhancing documents, working with basic writing tools, using timesaving features, and working with tables.

**PREREQUISITE:** OFFS-100 or touch keyboarding rate of 20 wpm

**CMPA-102 — WORD PROCESSING****3 credits**

Students will create and edit various documents. The student will be introduced to basic word processing concepts such as applying character effects, finding/replacing text, creating headers/footers, moving text, creating envelopes/labels, and changing fonts, alignments, page numbering. Managing files, creating tables, and inserting graphics will also be introduced. Successful completion of the course will prepare the student for Microsoft Office Specialist certification in MS Word (Core Level.)

**CMPA-105 — INTRODUCTION TO EXCEL****1 credit**

This course introduces the student to the fundamentals of electronic spreadsheet software in the Windows environment. Small spreadsheets are created, saved, and edited. The student will work with formulas and will learn how to enhance the appearance of spreadsheets and create a variety of business charts. CO-REQUISITE: OFFS-100

**CMPA-107 — INTRO. TO QUICKBOOKS****2 credits**

This course introduces the initial setup of a company utilizing QuickBooks accounting software, including the maintenance of Chart of Accounts, customer and vendor accounts, as well as inventory items. Recording of daily transactions such as invoicing, cash receipts, cash payments, and other common business transactions are addressed. The preparation of a variety of financial reports is also introduced. Both service and merchandising businesses are examined. Lecture two hours. PREREQUISITE: 20 wpm.

**CMPA-109 — EXCEL****3 credits**

Students will create and format worksheets in MS Excel. The student will be introduced to basic worksheet concepts such as applying font styles, setting margins, and modifying cell contents, inputting formulas/functions, and creating various charts. Successful completion of the course will prepare the student for Microsoft Office Specialist certification in MS Excel (Core Level.) Lecture three hours. PREREQUISITE: 20 wpm.

**CMPA-110 — INTRODUCTION TO ACCESS****1 credit**

This course introduces the student to the fundamentals of database software in the Windows environment. The student will learn how to specify and create a database, how to search it for specified information, and how to create screen forms and/or printed reports from that data. CO-REQUISITE: OFFS-100

**CMPA-111 —ACCESS****3 credits**

In this course, students will learn to create a database table and create relationships between database tables. Students will create forms, reports, mailing labels and charts. Students will also gain experience in using database wizards and office links, performing queries, and filtering records. Successful completion of the course will prepare the student for Microsoft Office Specialist certification in MS Access (Core Level.) Three hours of lecture. PREREQUISITE: 20 wpm.

**CMPA-115 — INTRODUCTION TO THE INTERNET****1 credit**

This course introduces the student to the fundamentals of "navigating" the Internet. Students will be introduced to the tools available to get to and retrieve information. CO-REQUISITE: OFFS-100.

**CMPA-116 — DATA ENTRY KEYBOARDING****3 credits**

This course is designed for any individual wishing to develop touch keyboarding skills when entering alphabetic and numeric data on the personal computer. The student will be provided with projects designed to build speed and accuracy on both straight copy and business forms. A minimum touch keyboarding rate of 25 words per minute is required for course completion. Available to the entire STCC community. Three hours lecture.

**CMPA-120 — INTRODUCTION TO POWERPOINT****1 credit**

This course will introduce the student to techniques for using Microsoft PowerPoint to enhance presentation and public speaking skills. Students will learn to plan and create presentations, format and enhance presentations, and deliver dynamic and compelling on-screen presentations. **PREREQUISITE:** OFFS-100 or touch keyboarding speed of 25 wpm

**CMPA-121 — POWERPOINT APPLICATIONS****2 credits**

Students will create various presentations using Microsoft PowerPoint. The student will be introduced to many features to enhance the appearance of slides by changing the slide design and color scheme and adding animation and sound. Advanced PowerPoint features will be presented, such as customizing clip art images, creating and enhancing charts, adding custom backgrounds, using design templates, and designing a custom show. Students will be required to create an original slide presentation. Successful completion of the course will prepare the student for Microsoft Office Specialist certification in MS PowerPoint (Core Level.) Two hours lecture. **PREREQUISITE:** 20 wpm.

**CMPA-125 — INTRODUCTION TO INTEGRATION****1 credit**

Students will learn to link and embed objects/data via integrating one application program with another such as word processing, worksheets, databases, and presentations. The completion of several integrated activities will be required for course completion. **PREREQUISITES:** CMPA-101, CMPA-105, and CMPA-110 or CMPA103 or PROG-109.

## Integrative Health Care (See Massage Therapy)

## Interdisciplinary Health Studies

**ATHL-101 — RAPE AGGRESSION DEFENSE FOR WOMEN****2 credits**

The RAD course is specifically designed to empower women to take charge of their own survival. This course is a combination of discussion, instruction, and physical activity to educate women in prevention and awareness strategies and self-defense techniques to avoid rape and physical assault. The women will learn the proper use of pepper mace and take part in an optional simulated live attack. RAD is taught in a safe, secure environment with sensitivity to the needs, values, and well-being of women.

**ATHL-102 — PHYSICAL AGGRESSION DEFENSE****2 credits**

This course is specifically designed for men. Easy to learn but effective self-defense techniques will be taught and students will learn successful methods to enhance their street awareness and safety, and reduce risk. The men will analyze and discuss rage and anger control, and will learn how to deal with relationships in a non-violent way. They will be trained in the proper use of pepper mace and take part in an optional simulated live attack.

**ATHL-150 — YOGA FOR HEALTH****1 credit**

This course will provide an introduction to yoga and meditation techniques for beginners. Students will be introduced to the history and philosophy of yoga, elementary yoga asanas, breathing techniques, meditation, and creative visualization as a tool for stress reduction, and will develop a 45-minute beginner yoga routine. One hour lecture.

**ATHL-201 — ADVANCED RAPE AGGRESSION FOR WOMEN****2 credits**

A continuation of ATHL-101. **PREREQUISITE:** ATHL-101



**HCAR-110 — HEALTH DIRECTIONS SEMINAR**

**3 credits**

This fundamental course introduces the student to basic health concepts, study skills, and basic communication in the field of health. The focus is planned to provide a basis for cognitive career exploration and critical thinking. PREREQUISITE: None

**HCAR-115 — HEALTH AND WELLNESS**

**3 credits**

An introductory health and wellness course that explores the basic components of a healthy lifestyle including healthy lifestyle, behavior, nutrition, exercise, relationships, and environmental awareness. PREREQUISITE: None

**HCAR-120 — STRESS IN HEALTH AND DISEASE**

**2 credits**

This course will examine the historical medical perspectives and research on stress and disease in the 21st century. Students will learn the physiology of stress and its role in the development of disease. Stress reduction techniques and disciplines which fight stress such as meditation, yoga, Tai Chi and Gigong will be examined. Two hours of lecture. CO-REQUISITE: HCAR-120L

**HCAR-130 — INTRODUCTION TO PATIENT CARE SKILLS**

**3 Credits**

This course will employ a case based learning methodology through life sized simulation. Students will learn vital signs, sterile techniques, handling of body fluids, body mechanics, Cardio Pulmonary resuscitation (CPR), first aid, proper chart documentation, research techniques, professionalism, ethics, cultural diversity, communication skills and will explore a variety of job duties as related to health care occupations. PREREQUISITE: ENGL-100

**HCAR-200 — HEALTH TOPICS SEMINAR**

**3 credits**

The content of this course deals with issues of concern to one or more of the recognized or emerging health careers. Emphasis will be on the process used to explore, select, and research an issue, then present justifiable findings and conclusions. This seminar format will require participants to communicate with one another in and out of scheduled class time. Use of the STCC library and Internet resources is required. Honors add-on by permission of the faculty. PREREQUISITE: ENGL-100

**HCAR-220 — HOLISTIC HEALTH AND WELLNESS**

**2 credits**

A basic health studies course which examines the achievement of health and wellness through the six dimensions of wellness: social, physical, intellectual, career, emotional, and spiritual health. Two hours of lecture.

**HCAR-300 — CURRENT ISSUES ACROSS THE CONTINUUM OF CARE 3 credits**

This course addresses the issues facing physical therapist assistant and occupational therapy assistant students in different clinical settings. Topics include but are not limited to legal/ethical issues, licensure laws/practice acts, reimbursement, CQI, employer/employee relationships, documentation, and collaboration with other disciplines.

**HCAR-350 — PATHOLOGICAL CONDITIONS**

**3 credits**

This course presents the tissue changes resulting from trauma, disease, and degenerative processes. The course acquaints the student with the orthopedic, neurological, and general medical/surgical conditions encountered in treating patients. PREREQUISITE: BIOL-132 or BIOL-148.

**HCAR-450 — HEALTHCARE ADMINISTRATION PRACTICES**

**3 credits**

This course will be taught as a web-assisted course and provides the basis for developing a strategy to operate a clinical practice. The principles learned may be applied to a wide variety of situations. Topics will include ethical practice, communication, financial management, marketing, business management, management decision-making, administrative policies and procedures, and risk management. Three hours lecture.

## Italian

### **ITAL-127 - ELEMENTARY ITALIAN 1**

**3 credits**

This is an introductory course for students with little or no previous background in Italian. Correct pronunciation of Italian sounds, basic listening comprehension, and speaking exercises along with basic grammar, vocabulary, reading, reading comprehension, and writing of simple sentences and a short paragraph are introduced in this course through lecture and multimedia format. The history, customs, traditions and culture of Italy will also be explored. **PREREQUISITE:** Placement at ENGL-100 or its equivalent or permission of instructor

### **ITAL-227 — ELEMENTARY ITALIAN 2**

**3 credits**

This course is a continuation of Elementary Italian 1. Grammar, reading, writing a short essay in Italian, and continued development of listening and speaking skills are emphasized. Italian culture is further explored, and use of electronic messaging with native Italian speakers is an integral part of the course. **PREREQUISITE:** Successful completion of ITAL-127 with minimum grade of C, its equivalent at another college, one year of high school Italian, and/or placement at ITAL-227, or permission of instructor

### **ITAL-327 — INTERMEDIATE ITALIAN 1**

**3 credits**

Students review and continue to develop grammar structures introduced in Elementary Italian 1 and 2. Vocabulary, reading comprehension of more advanced selections, listening comprehension and conversational skills are expanded in this course through lecture, classroom discussion, and multimedia format. Writing paragraphs and compositions using grammar introduced in the class, proper sentence structure, and time expression are covered in class. Students will research various topics and present reports to the class on various cultural themes. Classes are conducted in Italian. **PREREQUISITE:** Successful completion of Elementary Italian 2 (ITAL-227) with a grade of C or higher, its equivalent at another college or university, two years of high school Italian and/or placement at ITAL-327, or permission of instructor.

### **ITAL-427 — INTERMEDIATE ITALIAN 2**

**3 credits**

This course is a continuation of Intermediate Italian 1 (ITAL-327.) Students will acquire more complex grammar patterns, and write essays and compositions using the advanced grammar structures covered in the course. Students will hold longer and more detailed discussions and presentations using clear pronunciation and correct intonation. Greater depth of Italian history and culture and their influences worldwide will be explored through in-class readings, discussions, conversations, and oral and written reports and presentations. Classes are conducted in Italian. **PREREQUISITE:** Successful completion of Intermediate Italian 1 (ITAL-327) with a grade of C or higher, its equivalent at another college or university, three years of high school Italian and/or placement at ITAL-427, or permission of instructor.

## Landscape Design and Management Technology

### **LAND-111 — TREES IN THE LANDSCAPE**

**4 credits**

A course dealing in tree identification and use, as related to landscape work. Important types, both native and introduced, are discussed. Limited to trees generally hardy in the New England area. Representative types are discussed during laboratory sessions. Lectures deal with general topics concerning tree use. Field trips, both on and off campus, are used to view the trees discussed. Three one-hour lectures and three one-hour labs.

**LAND-120 — PRINCIPLES OF HORTICULTURE**

**3 credits**

A basic course in general horticulture, introducing the student to the fundamentals of plant growth factors including soils, insects and diseases, and plant production techniques. The lectures cover the theoretical aspects of horticulture and the laboratories are used for hands-on work with plants in the greenhouse as well as field trips to horticultural businesses that employ graduates. Two one-hour lectures, one three-hour lab.

**LAND-210 — PRESENTATION TECHNIQUES**

**3 credits**

A course in mechanical drafting, stressing the media and techniques commonly used in the preparation of landscape plans. The use of instruments, lettering and line techniques is covered first, followed by the development of isometric and perspective drawings. Working in three dimensions is stressed, so that the student may best visualize spatial relationships in future landscape design courses. Three two-hour labs.

**LAND-220 — TURF MANAGEMENT**

**3 credits**

The study and identification of turf grasses as used in the New England area. Much emphasis is placed upon the best use of the types involved. Topics in the lectures include soil and fertilization requirements, drainage and irrigation, best turf types, grass and seed identification, maintenance and renovation, and disease and insect control. The laboratories are involved in soil testing, turf growing, maintenance techniques and field trips. Two hour lecture, one three-hour lab.

**LAND-311 — SHRUBS IN THE LANDSCAPE**

**4 credits**

A continuation of LAND-111, covering the identification and use of the commonly used native and introduced shrubs and vines in this area. Emphasis is placed upon the best use of the types involved. Lectures are concerned with utilization of plant features such as flowers and fruits and with effects of the environment on the plants discussed. Laboratories are used for the discussion of specific plants and field trips. Three one hour lectures and three one-hour labs.

**LAND-320 — LANDSCAPE PRACTICES**

**3 credits**

A course dealing with the basic aspects of landscape plantings and maintenance, including tree care and the principles of estimating. Students will be concerned with the hands-on scheduling, planting operations, and seasonal maintenance tasks, in addition to developing basic landscape job estimating skills. Two one-hour lectures, one three-hour lab. PREREQUISITE: LAND-210; CO-REQUISITE: LAND-320L.

**LAND-330 — LANDSCAPE DESIGN 1**

**3 credits**

A course in residential landscape design stressing basic measuring design techniques and elements. Topics covered in lecture are line, shape, form, texture, pattern, color, the processes of design, the development of outdoor living areas, play areas, and private gardens, and the orientation of structures on the site. One one-hour lecture, two two-hour labs. PREREQUISITES: LAND-210, MATH-117; CO-REQUISITE: LAND-330L.

**LAND-350 — LANDSCAPE OPERATIONS**

**3 credits**

This course deals with the basic aspects of starting, staffing, and operating a typical landscaping business through the year. Additional materials will include landscape contracts and law. Students will be concerned with operations through the seasons of the year, and with practices such as business ethics, purchasing, scheduling of work operations, and personnel issues. Two hours lecture, three hours lab. CO-REQUISITE: LAND-350L.

**LAND-410 — PLANT PROPAGATION**

**3 credits**

A course dealing with the procedures used in propagating and growing plant materials. Lectures deal with the theoretical aspects of growing and the laboratories are devoted to greenhouse and field work. Several field trips are taken to commercial nursery operations in the area. Two-hour lecture, one three-hour lab.

**LAND-420 — LANDSCAPE DESIGN 2**

**3 credits**

A continuation of Landscape Design 1 stressing presentation and analysis. The areas dealt with are urban shopping and business spaces, small office buildings, schools and playgrounds, and parking areas. One one-hour lecture, two two-hour labs. PREREQUISITE: LAND-330.



**LAND-431 — EARTH FORMS & STRUCTURES****4 credits**

A study of the equipment, materials and methods used in constructing earth forms and landscape features such as walls, walks, drives, fences and terraces. Considerable field work is involved, in which the students lay out and construct features as mentioned above. Three one-hour lectures, one three-hour laboratory. **PREREQUISITE:** LAND-330.

**LAND-450 — ENTOMOLOGY/DISEASE CONTROL****3 credits**

This course serves as an introduction to the study of insects, diseases, and weeds that affect the growth of ornamental plants in the New England area. Both the identification and control of the most common plant pests will be discussed. Control by cultural and biological methods, rather than the use of chemicals, will be stressed, but the realistic need for chemical control and the safe use of chemicals will also be a part of the course. Preparation for taking the state pesticide licensing examination will be a part of the course. Two one-hour lectures and one three-hour lab. **PREREQUISITE:** None.

## Laser Electro-Optics Technology

**LEOT-090 — LAB AND LASER SAFETY****1 credit**

This is a mandatory course for all students in the CSET, ESET, LEOT, and TCOM programs. The course deals with the subject of laser safety and laboratory safety. The various government regulations concerning the different classes of lasers will be covered. Topics include laser safety signs, MPE, NHZ, and EMC. The student is required to complete this course and pass a written examination before taking any laser laboratory courses. One hour of lecture. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. **PREREQUISITE:** None.

**LEOT-150 — INTRODUCTION TO PHOTONICS****1 credit**

Many present-day electronics-based systems will be replaced by photonics-based systems in the future. This course is an introduction to the field of photonics. Topics covered include: light, physical optics, wave optics, lasers, holography, fiber optics, and laser applications. Devices such as laser diodes, gas lasers, plastic and glass fibers, various focusing lenses, OTDRs, and power meters will be used. Optical measurements such as radiation, radiometry, photometry, and photonics applications in the following fields will be explored: telecommunications, medical and electrical fields. Theories such as Snell's law, thin lens equation, diffraction, laser emission, Huygen's principle, total internal reflection, launching angles, optical loss, and irradiance will be covered. One hour of lecture. **PREREQUISITES:** MATH-132, ESET-141, ESET-145

**LEOT-180 — INTRODUCTION TO LIGHT AND LASERS****3 credits**

This course is an introduction to the field of photonics. Course content is designed to acquaint the student with the various concepts associated with the nature of light and lasers. Students will explore the nature of light and lasers using hands-on explorations, problem-solving techniques, and practical current applications. An overview of soft computer skills such as Microsoft Office, Word and Excel, and Internet research skills will be used to cover the course content. Topics covered include the nature of light, light theory, interaction of light and materials, fiber optics, holography, lasers, optical sensors, light sources, and imaging devices. **PREREQUISITES:** ALGB-093, ALGB-097; **CO-REQUISITES:** LEOT-090, LEOT-180L.

**LEOT-322 — INTRODUCTION TO LASERS****3 credits**

This course consists of two hours of lecture and a three-hour lab session. The course begins with an introduction to the atom, emission processes, and simulated emission of radiation. Laser output characteristics and modification, materials, components and industrial laser applications are also discussed. Safety and laboratory procedures are also covered. The lab will reinforce the theories and topics presented in the lecture. Two hours lecture. **PREREQUISITES :** Senior standing in LEOT, LEOT-150 ; **CO-REQUISITE:** LEOT-322L

**LEOT-327 — LASER ELECTRONICS 1****4 credits**

This course deals with the practical applications of linear electronic devices and circuits to the operation and control of laser systems. Topics will include high voltage power supplies, normal and switching supplies, diode laser power supplies control interlocks, high voltage design considerations, and high voltage safety. Three hours of lecture. PREREQUISITE: ESET-141; CO-REQUISITE: LEOT-327L

**LEOT-330 — GEOMETRICAL OPTICS****4 credits**

This course is the first of a two-semester sequence covering basic optical theory and components. Each course consists of three one-hour lecture sessions and a three-hour lab. Geometrical optics deals with the rectilinear propagation of light and the elementary treatment of image formation, lenses, mirrors, prisms, fiber optics, ray tracing, aberrations, optical system design, and optical instruments. The laboratory section parallels the lectures and familiarizes the student with optical laboratory components and procedures. PREREQUISITE: Senior standing.

**LEOT-345 — PHOTONICS****4 credits**

This course deals with the applications of linear integrated circuits to semiconductor lasers and integrated optical devices. Topics to be covered will include laser diode driver and detector circuits, photodiodes and phototransistors, integrated amplifiers, RF modulators, normal and switching power supplies. Lab included. PREREQUISITE: Senior standing in LEOT or permission of instructor.

**LEOT-349 — FIBER OPTIC COMMUNICATIONS****3 credits**

This course will present the principles and techniques associated with the transmission of optical radiation in fibers and free space. Topics to be discussed include: optical communications components, sources, detectors, assemblies, and modulation techniques. Homodyne and heterodyne detection will be discussed, as well as the design considerations for optical communications systems. The lab will give students hands-on experience using state-of-the-art optical equipment. Three hours lecture. PREREQUISITE: Senior standing in LEOT, LEOT-150 and TCOM-330; CO-REQUISITE: LEOT-349L

**LEOT-350 — OPTICAL SYSTEM DESIGN****3 credits**

This course deals with the system configuration and design of optical systems. Various types of lenses, mirrors, and catoptric, dioptric and catadioptric systems will be covered, as well as holographic optical elements, image evaluation, OTF and MTF analysis. PREREQUISITE: Senior standing in LEOT or permission of instructor.

**LEOT-352 — OPTICAL TEST AND MEASUREMENT****4 credits**

This course will provide the student with a working knowledge of the various devices and techniques used for evaluating optical systems. Topics will include the applications and use of spectrometers, monochromators, spectrophotometers, and Michelson, Fabry-Perot, Twyman-Green, and Mach-Zehnder interferometers. Spatial resolution of optical systems. Lab included. PREREQUISITE: Senior standing in LEOT or permission of instructor.

**LEOT-375 — OPTICS****4 credits**

This course covers the theory and applications of geometrical and wave optics to modern optical systems. Topics will include image formation, lenses, mirrors, prisms, ray tracing, aberrations, diffraction, interference, polarization, spectroscopy, holography, and optical system design. Lab exercises will closely parallel classroom discussions and should help bridge the gap between theory and practical use of the concepts expressed. Three hours lecture. PREREQUISITES: senior standing in LEOT and LEOT150; CO-REQUISITE: LEOT-375L

**LEOT-415 — LASER SYSTEMS****4 credits**

This course provides an in-depth analysis of the various types of laser systems in use today. Among the laser systems to be studied are semiconductor lasers, solid-state lasers, ion lasers, molecular and dye lasers, excimer lasers, free electron lasers, and others. Lab included. PREREQUISITE: Senior standing in LEOT or permission of instructor.

**LEOT-420 — WAVE OPTICS****4 credits**

Three major topics are studied in this course: wave optics, properties of light and matter, and the optics of transformations. The majority of the course is dedicated to wave optics and the study of diffraction and interference. In dealing with the properties of light and matter, polarization and optical boundaries are discussed. The optics of transformations deals with Fourier transform spectroscopy, transfer functions, optical data processing, and holography. Laboratory exercises will closely parallel classroom discussions and should help bridge the gap between theory and practical use of the concepts expressed. Senior standing and LEOT-320, LEOT-330. Honors component available.

**LEOT-425 — INDUSTRIAL LASER APPLICATIONS****4 credits**

This course deals with the applications of lasers in industry. Among the many different uses of lasers to be studied are laser welding and surface treatment, material removal, laser marking and etching, non-destructive testing, distance measurement, lasers in medicine and surgery, lasers in construction, spectroscopy, communications and others. Lab included. PREREQUISITE: Senior standing in LEOT or permission of instructor.

**LEOT-435 — FIBER/INTEGRATED OPTICS****4 credits**

This course will discuss elements of fiber and integrated optics including: fiber optic components and systems, waveguide transmission, fiber optic sensors, integrated optics, and optical circuitry. Also included will be fiber splicing, coupling, and measurements. Lab Included. PREREQUISITE: Senior standing in LEOT or permission of instructor.

**LEOT-439 — OPTOELECTRONICS****4 credits**

This course offers a detailed discussion of optoelectronic fundamentals. Subjects to be covered include: radiation and radiometry, photometry, phototransistors, photoresistors, optoisolators, detectors, semiconductor lasers, display devices, and optical waveguide. Lab included. PREREQUISITE: Senior standing or permission of instructor.

**LEOT-442 — OPTICAL COMPONENT FABRICATION AND ASSEMBLY****4 credits**

This course deals with the opto-mechanical aspects of optical systems. Topics include processes in the design and mounting of optical components, specifications, constraints and tolerances, materials and substructures, environmental influences, experimental modeling and system evaluation. Lab included. PREREQUISITE: Senior standing in LEOT or permission of instructor.

**LEOT-451 — ADVANCED TOPICS IN LASERS****4 credits**

This course will introduce the student to advanced topics such as holography, interferometry, precision optical testing, optical computing and pattern recognition. As the field of lasers rapidly evolves, new technologies will be introduced to keep the student abreast of the state of the art in the laser industry. Guest speakers and industry tours will supplement the classroom lectures, and students will be required to pursue individual areas of interest culminating in an in-depth research paper and presentation. Three hours lecture. A lab is required. PREREQUISITES: LEOT-322, LEOT-375; CO-REQUISITE: LEOT-451L

**LEOT-465 — SENIOR PROJECTS IN L.E.O.T.****3 credits**

This capstone course is designed to combine the concepts, theories, and practices developed throughout the course of study in the ESET program, and apply them to the development of a group project. Students will be required to keep a notebook and make weekly written progress reports and monthly oral presentations of their work. A final written report and oral presentation will be required. The lecture will deal with subjects relevant to project research and presentation. The five lab hours will provide the students time to develop their project. PREREQUISITES: students must be candidates for graduation in May, or permission from the instructor; WRIT-202, ESET-355, ESET-370; CO-REQUISITE: LEOT-465L



## Law Enforcement/Criminal Justice

### LECJ-100 — CRIMINAL PROCEDURES 1

**3 credits**

To familiarize the student planning a career in law enforcement with the constitutional requirements and safeguards attendant throughout the criminal process, from investigation through arrest, interrogation, indictment, trial, and sentencing. Included is an in-depth review of the bill of rights and its influence in modern society. Heavy emphasis is placed on actual case study and review of recent Supreme Court decisions, especially as related to practical situations and problems confronting law enforcement personnel. Selected readings focus on practical application of constitutional principles to practical situations.

### LECJ-110 — INTRODUCTION TO CRIMINAL JUSTICE

**3 credits**

An introduction and basic survey of criminal justice and the court systems, both state and federal. The course explores the concept of bail, the functions and roles of the judge, prosecutor, grand jury, defense attorney, and public defenders, and sentencing in the courts. Also examined are the functions and objectives of the probation officer and parole officer, especially as related to rehabilitation of the offender. The role of the policeman in modern society is discussed and explored in detail.

### LECJ-200 — CRIMINAL PROCEDURES 2

**3 credits**

Continuation of Criminal Procedures 1 LECJ-100. PREREQUISITE: Criminal Procedures 1 LECJ-100.

### LECJ-230 — CRIMINAL EVIDENCE

**3 credits**

An analytical study of the rules of evidence, including such general areas as relevancy and materiality, hearsay evidence, introduction of writings, competency and privilege, and parole evidence rule. Probative matter legally presented at the trial of a criminal case is given special attention. Also examined are rules concerning the admission of evidence in such specific areas as search and seizure, pre-trial identification, admission of confessions, electronic surveillance, presumptions and privileges. PREREQUISITES: Intro. to Criminal Justice LECJ-110 or permission of Department Chairperson.

### LECJ-300 — CRIMINAL LAW 1

**3 credits**

This course explores and examines the substantive law of crimes, including the general and special areas of criminal laws. Of special interest is a survey of crimes against the person, crimes against property, parties to crimes, defenses based on justification, and the nature of the criminal act and conduct. Emphasis is placed on analysis of elements of particular crimes, offenses, and punishments through an examination of the statutes and case example. PREREQUISITE: LECJ-100, LECJ-110, and LECJ200 or permission of the Department Chairperson.

### LECJ-340 — CRIMINAL INVESTIGATION

**3 credits**

An introduction to field investigation, including conduct at the scene of the crime, interviewing and interrogation of witnesses and suspects, the use of informants, and techniques of surveillance. Emphasis is placed on special investigative techniques and on court procedures of the police case.

### LECJ-400 — CRIMINAL LAW 2

**3 credits**

Continuation of Criminal Law 1 LECJ-300. PREREQUISITES: Criminal Law 1 LECJ-300 and Intro. to Criminal Justice LECJ-110 or permission of Department Chairperson.

### LECJ-411 — JUVENILE PROCEDURES

**3 credits**

This course examines the role of the police in delinquency prevention and the makeup of youth service division within the police department. Emphasis is on theory, administration, control, treatment, confinement, community resources, relationships with the public and the juvenile court.

**LECJ-413 — PAROLE, PROBATION AND REHABILITATION****3 credits**

This course familiarizes the student planning a career in law enforcement with laws, rules, and regulations attendant with probation and parole and corrections, as well as with the basic concepts and mechanics of each. The course also examines the organizational structure of probation, the parole board, and the Department of Correction in Massachusetts. Theories employed in the sentencing and rehabilitation of different kinds of offenders will be studied, along with an analysis of rehabilitation of the offender in the community versus in penal institutions. Utilization and effectiveness of work-release programs, halfway houses and treatment centers for drug offenders and alcoholics will be considered.

**LECJ-450 — LAW ENFORCEMENT MANAGEMENT & PLANNING****3 credits**

Consideration of police problems at the administrative level, including coordination of all branches of a police department. An evaluation of line, staff, and auxiliary functions and the interrelationship of each. The purpose, need, and scope of planning in the police operation, including staffing, correction of data and use of data processing.

**LECJ-475 — LAW ENFORCEMENT SEMINAR****3 credits**

This course reviews and correlates all major areas of study covered in the law enforcement/criminal justice curriculum. Through general discussion and selected readings, the course explores and re-examines all major areas in law enforcement with the aim of consolidating previously attained knowledge and skills. The course seeks to provide the student with a distinct perception, overview and evaluation of the criminal justice process, including the basic trial format and courtroom procedure.

## Management

Students must place into DRDG-092 (reading) or higher and ALGB-081 or ALGB-087 or higher, or be exempt, to be permitted to enroll in any business course. being enrolled in DWRT-099 (Review for College Writing) does not change this requirement.

**MANG-110 — PRINCIPLES OF MANAGEMENT****3 credits**

This course provides the student with an introduction to the art and sciences of management. A detailed analysis is made of the planning, organizing, leading, and controlling functions. Particular emphasis is placed upon the decision-making process. **PREREQUISITE:** Students must place into DRDG-092 (reading) or higher and ALGB-081 or ALGB-087

**MANG-310 — HUMAN RESOURCE MANAGEMENT****3 credits**

The primary aim of a course in personnel management is to provide an understanding of the role of the personnel department in the development and administration of the personnel program and the processes relating to it. Areas of study include the basic functions relating to the recruitment, selection, training, motivation, and remuneration of employees. **PREREQUISITE:** MANG-110.

**MANG-312 — WOMEN, MANAGEMENT, AND LEADERSHIP****3 credits**

This course is designed to prepare women to be effective participants and leaders in organizational settings. Students will examine societal, organizational, and personal expectations of women's leadership in organizations. Objectives of the course are: 1) to develop an appreciation of cultural differences in women's abilities to be effective leaders; 2) to increase understanding of leadership styles through assessment of attitudes, values, and behaviors in the organization; 3) to develop confidence in the leadership styles of women, and to develop strategies for the effective application of these styles in organizational settings; and 4) to increase knowledge of leadership theory as well as its relevance to women's experiences in organizations. **PREREQUISITE:** MANG-110 or SMBE-112.

Offered Periodically

**MANG-320 — BUSINESS ETHICS****3 credits**

This course introduces students to the relationship between business and society. Topics include corporate citizenship, identification and analysis of stakeholder issues, business ethics fundamentals, business influence on government and the public sector, ethical issues in the global arena, workplace issues, and employment discrimination and affirmative action. On completion, students should be able to apply ethical principles and guidelines to business decision making. PREREQUISITE: MANG-110

**MANG-335 — LEADERSHIP****3 credits**

This course examines the actions leaders take to build effective teams and organizations. Major leadership theories and concepts are covered, including creating a mission/vision, situational leadership, 3C leadership mode, servant/leader, influencing skills, introducing and managing change, and team building. PREREQUISITES: SMBE-116 or MANG-110.

**MANG-410 — LABOR RELATIONS****3 credits**

This course is designed to expose the student to the philosophy, activities and objectives of the American labor movement. Areas of analysis include the history of unionism, labor legislation and the search for institutional security. Particular emphasis is given to the nature, content, negotiation, and administration of a collective bargaining agreement. PREREQUISITE: MANG-110.

**SMBE-421 — SMALL BUSINESS FORMATION****3 credits**

This course is designed to expose the non-business student to a practical discussion of the principles and problems of owning and updating a small business. The course will provide a step-by-step, no nonsense, "how to" approach in establishing a new business as well as examining the basic operating problems faced by the small business manager in an ongoing enterprise. The main objective of the course is to help the non-business student avoid some of the pitfalls of starting and operating a small business. PREREQUISITES: None (This course is restricted to the non-business student.)

**MANG-427 — ORGANIZATIONAL BEHAVIOR****3 credits**

This course examines the underlying sources, processes, and consequences of human behavior in organizations. The principles of contemporary behavioral science are used to analyze, understand, predict, and control that behavior. Since organizational behavior is viewed as the result of the interaction of individuals, groups, and of the organization itself, the human element is emphasized in the analysis of organizational design and management. PREREQUISITES: MANG-110, and SOCL-100 or PSYC-100.

Courses will be offered subject to sufficient enrollment.

## Marketing

Students must place into DRDG-092 (reading) or higher and ALGB-081 or ALGB-087 or higher, or be exempt, to be permitted to enroll in any business course. Being enrolled in DWRT-099 (Review for College Writing) does not change this requirement.

**MRKT-110 — PRINCIPLES OF MARKETING****3 credits**

This course emphasizes a well-rounded basic approach that provides maximum exposure to the role of marketing in today's economy which is a marketing economy—not just for marketers of conventional products and services, but also for government, social institutions and social causes and the professions. To achieve this exposure, an overview is presented of the marketing process including marketing research, consumer behavior, market segmentation, target consumers, product strategy, packaging, branding, pricing and the promotional mix. The course will service two types of students—those who want a knowledge of marketing fundamentals, principles and activities to meet specific personal or professional needs, and those who plan a career in marketing.

**MRKT-310 — RETAILING AND RETAIL MANAGEMENT****3 credits**

The major goals of the course are to enable the student to become a good retail planner and decision maker and to help focus on change and adaptation to change. The student will be



introduced to the technical knowledge necessary for retail management. An overview of retailing is presented, including such vital areas as organizational structure, physical security, consumer behavior, personnel management, marketing research, merchandising, planning promotional activities, store planning and inventory control. PREREQUISITE: MRKT-110.

#### **MRKT-311 — ADVERTISING AND PROMOTION**

**3 credits**

This course is designed to teach students advertising's fundamental principles and to familiarize them with its strategic, managerial, creative, and financial elements. The student will be exposed to developing advertising strategy, media strategy and selection, creative strategy and execution, budgeting, and control, utilizing the case study method where feasible. PREREQUISITE: MRKT-110.

#### **MRKT-312 — ADVERTISING PRINCIPLES**

**3 credits**

An introductory textbook will be used to cover the field of advertising as completely as possible. The course will not specifically take a business point of view or a marketing point of view, but instead, an advertising point of view. The course will include a variety of disciplines and specialties. Such things as research, media buying, print and broadcast production, sales promotion, product publicity, budgeting, scheduling, and even business presentations will be covered. The main purpose of the course is to introduce the non-business student to the richness and variety of the real world of advertising. (This course is restricted to the non-business student.)

#### **MRKT-333 — MARKETING FOR THE INTERNET**

**3 credits**

Basic marketing concepts will be applied to e-commerce. These concepts include market research, consumer behavior, market segmentation, target consumers, product strategy, branding, pricing, and promotional mix. An introduction to strategic, tactical, and operational planning aspects of the marketing process will also be covered. The unique reasons e-commerce consumers make purchases will be compared and contrasted to the reasons consumers in general make purchases. Attention will also be given to promoting a website. Sample sites will be analyzed, and possible strategies for enhancing exposure developed. PREREQUISITE: CMPA-103.

#### **MRKT-410 — CONSUMER BEHAVIOR**

**3 credits**

The aim of this course is to understand why people buy as the foundation for developing concepts for meeting consumer needs through selling, advertising, distribution and related activities. Behavioral considerations affecting consumer purchase decisions are analyzed. These include the personality, motivational, cognitive and attitudinal aspects, along with the social influences which affect consumer interaction with business firms. PREREQUISITE: MRKT-110.

#### **MRKT-411 — SALES AND SALES MANAGEMENT**

**3 credits**

This course will introduce the student to the fields of sales and sales management. A comprehensive coverage of the tasks of the sales manager as organizer, administrator, and decision maker will be provided in a systematic manner. The most contemporary concepts in sales management as well as the more traditional practices will be explored by integrating both theory and practice. PREREQUISITE: MRKT-110.

*Courses will be offered subject to sufficient enrollment.*

## Massage Therapy

### **INHC-110 — MASSAGE TECHNIQUES 1**

**5 credits**

An introduction to the field of therapeutic massage practice. Topics covered include but are not limited to the history, theory, physiology, application, and technical applications of relaxation massage. Issues of ethics and professionalism, draping, licensure, and self-care are addressed. Students will learn to perform the relaxation massage treatment of the front of the body. Two hours of lecture, six hours lab. CO-REQUISITE: INHC-110L

### **INHC-130 — MASSAGE THEORY AND PRACTICE 1**

**5 credits**

This course will introduce the theory of relaxation massage as a tool for health and wellness. Students will study the physiology, applications, indications, and contraindications of traditional Swedish massage practice, including seated massage. Assessment skills for the massage therapist, treatment planning, and clinical practicum will be included. Ethical considerations in the practice of massage will be examined. A 6-hour lab is also required with this course. CO-REQUISITE: INHC-130L

### **INHC-150 — THE ANATOMY OF MOTION**

**3 credits**

The study of the anatomy of the musculoskeletal system and locomotion. Students will explore the bony landmarks of the skeletal system as well as origin, insertion, and actions of the major muscles commonly treated in relaxation and rehabilitative massage. Articulations and their actions and range of motion will be investigated.

### **INHC-210 — MASSAGE TECHNIQUES 2**

**5 credits**

A more in-depth study of the physiology of massage techniques and their effects on the body systems. The effects of massage applications on the primary systems of the body, contraindications and benefits of treatment to each system are explored. Students complete training in the full body relaxation massage, seated massage, sporting event massage, and reflexology applications. Issues in professionalism and boundaries in treatment are continued. Two hours of lecture, six hours lab. PREREQUISITE: INHC-110; CO-REQUISITE: INHC-210L

### **INHC-230 — MASSAGE THEORY AND PRACTICE 2**

**5 credits**

This course will familiarize students with the theory and techniques of rehabilitative massage practice and its use in the treatment and prevention of musculoskeletal injuries. Students will study the physiology, indications, and contraindications of rehabilitative massage and hydrotherapy. Assessment skills, treatment planning and record keeping for the massage therapist will be included. The course will also outline professionalism and business practices for the massage therapist.

### **INHC-250 — CLINICAL PRACTICUM IN MASSAGE THERAPY**

**3 credits**

The student will review and practice communication, assessment, and treatment planning skills as well as record keeping skills in a clinical environment. Twenty-four therapeutic massage treatments will be performed at a supervised on-site clinical setting.

### **INHC-270 — INTRO. TO BIODYNAMIC CRANIOSACRAL THERAPY 1**

**1 credit**

This course will introduce the student to the history, science, and theory and applications of biodynamic craniosacral therapy, taught from a biodynamic Sutherland/Sills perspective.

### **INHC-301 — MUSCLE STRUCTURE AND FUNCTION**

**4 credits**

A study of the muscular-skeletal system with emphasis on the structure and function of muscle tissue in the body. Demonstration of the knowledge of the origin, insertion, action, and patterning of muscle fiber directions for all the major muscles of the body will be required. Students will construct the major muscles on a skeletal model for a kinesthetic and visual awareness of how to apply massage techniques appropriately. Three hours of lecture, two hours lab. PREREQUISITE: INHC-110; CO-REQUISITE: INHC-301L.

**INHC-310 — MASSAGE TECHNIQUES 3**

**5 credits**

A study of deep tissue, rehabilitative, and orthopedic approaches to massage therapy treatment for the appendicular portion of the musculo-skeletal system. Information on the etiology, assessment, and treatment planning for orthopedic injuries that are indicated for treatment with rehabilitative massage modalities is presented. Two hours of lecture, six hours lab. **PREREQUISITE:** INHC-210; **CO-REQUISITE:** INHC-310L

**INHC-321 — CLINICAL INTERNSHIP 1**

**2 credits**

This course gives students an opportunity to put the skills they have learned in their first year of study into practice in the on-campus rehabilitation clinic. The supervised student clinic provides experience in performance of business and technical duties necessary for the successful operation of a massage business. The clinic is open to the public two afternoons a week.

**INHC-325 — MEDICAL MASSAGE THERAPY 1**

**2 credits**

This course offers students an opportunity to learn the applications of advanced massage techniques in a therapeutic medical environment. Students will work in a rehabilitative facility under the supervision of a faculty member. They will draw on prior competencies in the theory and practice of therapeutic massage, pathology, and kinesiology to develop treatment plans and perform indicated techniques as a part of the client's rehabilitative process. Students will work with clients in the areas of pain management; rehabilitation of injuries, stroke, cancer; the promotion of health; labor and delivery in pregnancy among others. One hour of lecture. **PREREQUISITES:** INHC-200, INHC-210. **CO-REQUISITE:** INHC-325L.

**INHC-360 — PROFESSIONAL PRACTICES IN THE BUSINESS OF MASSAGE**

**3 credits**

This course provides students with knowledge of the varied aspects and operation of massage employment in the spa, health care, corporate or spa environments or solo practice. The unique aspects of ethics involved in both client and professional relationships are discussed as aspects of clinical and business environments. Students write a business plan as preparation for starting a private practice. Three lecture hours. **PREREQUISITE:** INHC-210

**INHC-400 — MASSAGE TECHNIQUES 4**

**5 credits**

A continuation of the training in deep tissue, rehabilitative and orthopedic approaches to massage therapy treatment. Treatment protocols are introduced for the axial portion of the musculo-skeletal system. The histories of hydrotherapy and spa treatments, and their applications in therapeutic massage, are presented. Students receive Level 1 Reiki training. A capstone technical evaluation integrating all the modalities learned in the program is performed. Two hours of lecture and six hours of lab. **PREREQUISITE:** INHC-310. **CO-REQUISITE:** INHC-400L

**INHC-412 —ORIENTAL BODYWORK**

**2 credits**

This course will introduce the student to the concepts of East Asian medicine as it applies to bodywork. The student will learn a full body treatment protocol to perform a beginning level treatment using the principles and techniques of Shiatsu. One hour of lecture and two hours of lab. **CO-REQUISITE:** INHC-412L.

**INHC-421 — CLINICAL INTERNSHIP 2**

**2 credits**

This course gives students an opportunity to put the skills they have learned in their three semesters of study into practice in the on-campus rehabilitation clinic. The supervised student clinic provides experience in performance of business and technical duties necessary for the successful operation of a massage business. The clinic is open to the public two afternoons a week.

**INHC-425 — MEDICAL MASSAGE THERAPY 2**

**2 credits**

This course offers students an opportunity to learn the applications of advanced massage techniques in a therapeutic medical environment. Students will work in a rehabilitative facility under the supervision of a faculty member. They will draw on prior competencies in the theory and practice of therapeutic massage, pathology, and kinesiology to develop treatment plans and perform indicated techniques as a part of the client's rehabilitative process. Students will work



with clients in the areas of pain management; rehabilitation of injuries, stroke, cancer; the promotion of health; labor and delivery in pregnancy among others. One hour of lecture. PREREQUISITE: INHC-325; CO-REQUISITE: INHC-425L.

### **INHC-430 - ADVANCED BODYWORK FOR PAIN MANAGEMENT**

**5 credits**

This course will equip the massage therapist who is ready to approach clients in pain with: a more complete understanding of wholeness; a greater knowledge of structural dysfunction and intelligent assessment; and more creativity and precision in applying advanced, effect, deep tissue techniques. Students will gain the respect, empathy and skill required to help foster a healing environment, in which the body may reclaim its own state of equilibrium. We will work with an innovative whole body/whole mind approach to pain relief, exploring an evolution of bodywork systems that synthesizes manual, movement and mind/body therapies into a unique, successful approach for pain relief and management. Two lecture and 6 lab hours. PREREQUISITE: Massage Therapy License

### **INHC-440 — ASIAN BODYWORK 1**

**4 credits**

This course will introduce the student to the concepts of east Asian medicine as it applies to bodywork. The student will learn and practice proper body mechanics and Asian bodywork techniques, and will learn a full body treatment protocol. At the end of the course, the student will be able to perform an effective beginning level treatment. Two hours lecture; four hours lab. PREREQUISITE: INHC-412; CO-REQUISITE: INHC-440L

### **INHC-441 — ASIAN BODYWORK 2**

**4 credits**

This course is a continuation of Asian Bodywork 1, reinforcing what has already been learned, and introducing new concepts and techniques in Asian bodywork. East Asian theories of disease and energetic physiology are covered, and new skills to enhance technique are demonstrated and practiced. The student will become more proficient in Asian bodywork as more options for an effective Asian bodywork session unfold. Two hours lecture; four hours lab. PREREQUISITE: INHC-440; CO-REQUISITE: 441L

### **INHC-460 — BOTANICAL MEDICINE 1**

**4 credits**

An introduction to the use of common medicinal herbs. Students will gain a knowledge of the historical and present uses of herbs for healing and wellness. The identification, preparation, storage, and proper use of herbal remedies will be included. Four hours of lecture.

### **INHC-461 — BOTANICAL MEDICINE 2**

**4 credits**

An introduction to the use of common medicinal herbs. For application to common problems of the digestive, nervous, respiratory, and immune systems. Students will study the proper formulations and applications of medicinal plants to these systems. Four hours lecture.

### **INHC-470 — AROMATHERAPY 1**

**4 credits**

In Aromatherapy 1, students will learn another perspective of botanical medicine. This semester will focus on using aromatic/essential oils extracted from specific plants. Essential oils have powerful medicinal, therapeutic, and disinfectant properties. Uses of these oils include and are not limited to: stress reduction, pain relief, mood enhancement, infection prevention/control, etc. Safety and proper use of essential oils will be stressed throughout this semester. Profiles on lavender, peppermint, sweet orange, rosemary, eucalyptus, tea tree, geranium, and ylang will be discussed.

### **INHC-470 — AROMATHERAPY 2**

**4 credits**

A continuation of the previous semester, Aromatherapy I. Students will learn to formulate simple mixtures of essential oils. In addition to the basic 8 essential oils studied in Aromatherapy I, we will cover two new aromatics. Blending the oils will be a main part of this curriculum to teach students to take full advantage of the essential oils' therapeutic activity as well as creating new and pleasing scents. The chemistry of essential oils will be expanded upon and safety issues will be raised and thoroughly discussed. Methods of application will be reviewed and applied during class. New monographic profiles on Lemon and two Chamomiles will be discussed.

**INHC-480 — COLOR THERAPY****2 credits**

This course will investigate the philosophy and principles of the use of color and light for the healing of various diseases, and as a preventive agent for maintaining wellness. Students will study specific diseases and the particular colors of the light spectrum used to aid their healing. Applications of color in the environment and in healing visualizations will be explored.

## Math and Natural Sciences

### (See Engineering Transfer, Computer Science Transfer, Biological Sciences, Chemistry, Mathematics, Physics)

## Mathematics

**ARTH-074 — PRE-ALGEBRA BILINGÜE****3 créditos**

Mismo contenido que el curso ARTH-071, ARTH-072, ARTH-073. El concepto de los números enteros y del valor notacional. Suma, resta, multiplicación y división de números enteros. Exponentes, raíces cuadradas perfectas, números primarios y compuestos y factorización prima. Fracciones y decimales. Suma, resta, multiplicación y división de amobs fracciones y decimales. Cambiar por cientos a fracciones y fracciones a por cientos. Introducción a radicales. Perímetros y áreas de rectángulos y círculos. Introducción a álgebra. Este es en curso de desarrollo. Los créditos de este curso no contarán hacia el cumplimiento de los requisitos de graduación de STCC. REQUISITO PREVIO: ninguno.

**ARTH-078 — LECTURE PRE-ALGEBRA****3 credits**

Topics include whole numbers and the place value system, operations of whole numbers and order of operations, fractions, and mixed numerals, operations with these numbers, and applications. Additional topics include decimal notation, percent notation, and conversions between decimal, fractional and percent notation, ratio and proportion, applications and problem solving, basic statistical measures, units of linear measurement, American and metric systems, and geometric formulas and applications. Also included is an introduction to algebra, including the real number system and operations of integers. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: None.

**ALGB-084 — ALGEBRA 1 ELEMENTAL BILINGÜE****3 créditos**

Mismo contenido que el curso ALGB-081, ALGB-082, ALGB-083. Repaso de Aritmética, integrales, y simplificación de expresiones algebraicas. Resolviendo ecuaciones lineales y desigualdades. Exponentes y notación científica, polinomios, operaciones con polinomios y factorización de trinomios. Expresiones racionales y resolver expresiones racionales. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. REQUISITO PREVIO: ARTH-074 o colocación en ALGB-081.

**ALGB-087 — LECTURE INTR. ALGEBRA 1****3 credits**

This course is a lecture alternative to ALGB-081—ALGB-083. Three hours lecture. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITES: ARTH- 073, ARTH-078 or math placement of ALGB-081.

**ALGB-094 — ALGEBRA 2 ELEMENTAL BILINGÜE****3 créditos**

Mismo contenido que el curso ALGB-091, ALGB-092, ALGB-093. Gráfica de ecuaciones lineales y desigualdades de una y dos variables, inclinación, ecuaciones lineal y sistemas de ecuaciones lineales. Raíces, radicales, ecuaciones cuadráticas y sus aplicaciones, y parábolas. Repaso del material de ALGB-084. El cumplimiento de este curso indica que el estudiante está preparado para pasar a pre-cálculo (matemáticas a nivel universitario). This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. REQUISITO PREVIO: ALGB-084 o colocación en ALGB-091.

**ALGB-097 — LECTURE ELEM. ALGEBRA 2**

**3 credits**

Topics include factoring polynomials, solving quadratic equations, applications, and problem solving, and simplifying complex rational expressions. Additional topics are radical expressions, radical equations, and applications, the quadratic formula, graphs of quadratic equations, and functions. Equivalent to ALGB-093, ALGB-094. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITES: ALGB-083, ALGB-084 or ALGB-087

**ALGB-099/MATH-100 — ELEMENTS OF MATHEMATICS**

There are 9 self-paced tutorial credits in the ALGB-099 series (ARTH-071 - MATH107.) This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. Topics covered are as follows:

**ARTH-071 — PRE-ALGEBRA**

**1 non-graduation credit**

Topics include whole numbers and the place value system, operations of whole numbers, and order of operations. Additional topics include fractions and mixed numerals, operations with these numbers, and applications. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: None

**ARTH-072 — PRE-ALGEBRA**

**1 non-graduation credit**

Topics include decimal notation, percent notation, and conversions between fractional and percent notation. Ratio and proportion, applications, and problem solving are also included. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: ARTH-071 or equivalent

**ARTH-073 — PRE-ALGEBRA**

**1 non-graduation credit**

Topics include basic statistical measures, units of linear measurement — American and metric systems — and geometric formulas and applications. Also included is an introduction to algebra, including the real number system and operations of integers. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: ARTH-072 or equivalent.

**ALGB-081 — INTRODUCTORY ALGEBRA 1**

**1 non-graduation credit**

Topics include the real number system, operations with real numbers, simplification of algebraic expressions, solving equalities and inequalities, applications and problem solving. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: ARTH-073, ARTH-078, or placement of ALGB-081

**ALGB-082 — INTRODUCTORY ALGEBRA 1**

**1 non-graduation credit**

Topics include graphs of linear equations, exponents, scientific notation, and operations with polynomials. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: ALGB-081

**ALGB-083 — INTRODUCTORY ALGEBRA 1**

**1 non-graduation credit**

Topics include factoring polynomials, solving quadratic equations by factoring, applications and problem solving. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: ALGB-082

**ALGB-091 — INTRODUCTORY ALGEBRA 2**

**1 non-graduation credit**

Topics include operations with rational expressions, solving rational equations, formulas, applications and problem solving, and simplifying complex rational expressions. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: ALGB-083, ALGB-087, or placement of ALGB-091

**ALGB-092 — INTRODUCTORY ALGEBRA 2**

**1 non-graduation credit**

Topics include graphing linear equations, slopes, equations of lines, and graphing inequalities in two variables. Additional topics are systems of linear equations, applications and problem solving. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: ALGB-091



**ALGB-093 — INTRODUCTORY ALGEBRA 2**

**1 non-graduation credit**

Topics include rational expressions and equations and applications. Additional topics are the quadratic formula, graphs of quadratic equations, and functions. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. PREREQUISITE: ALGB-092

**MATH-117 — CONTEMPORARY MATHEMATICAL APPLICATIONS**

**3 credits**

This is designed to be an applications course for certain technologies. The emphasis is on solving real-world problems pertaining to those technologies by applying arithmetic, algebraic, and geometric concepts previously learned. Utilizing the TI-30X scientific calculator to solve problems involving SI metrics, unit analyses, formulas, and mensuration will also be covered. Restricted to: Landscape, Construction Management, Graphic Arts, and Energy Systems students ONLY. It is not intended for students planning to transfer to a four-year institution. PREREQUISITE: ALGB-087 or placement of ALGB-091 or higher

**MATH-122 — APPLIED MATHEMATICS 1**

**3 credits**

Topics include a review of algebra; linear equations and inequalities, matrices, systems of equations; linear programming; and probability. PREREQUISITES: ALGB-093, ALGB-097 or math placement of MATH-101.

**MATH-124 — MATHEMATICS FOR A TECHNICAL SOCIETY**

**3 credits**

This course is designed primarily for General Studies and Liberal Arts Transfer students. It is intended to provide a background in the contemporary applications of mathematics to a wide variety of problems. There is an attempt to bring the excitement of contemporary mathematical thinking to the non-specialist, to develop the capacity to engage in logical thinking, and to read critically the technical information which is abundant in contemporary society. Students will use mathematical models to solve problems in three broad areas: management science, statistics: the science of data, and social choice and decision-making. PREREQUISITES: ALGB-093, ALGB097 or math placement of MATH-101.

**MATH-126 — EXPL. FOUNDATIONS/MATHEMATICAL REASONING**

**3 credits**

The goal of this course is to give students the content base and problem-solving skills necessary to teach elementary school mathematics, as defined by the Massachusetts State Frameworks and the National Council of Teachers of Mathematics. Explorations of mathematical reasoning and problem solving. Topics will cover two of the strands from the Massachusetts State Frameworks: 1) number systems; and 2) patterns, functions, and algebra. PREREQUISITE: ALGB-097. Restricted to EDUC majors.

**MATH-127 — MATHEMATICAL EXPLORATIONS**

**3 credits**

The goal of this course is to give students the content base and problem-solving skills necessary to teach elementary school mathematics as defined by the Massachusetts State Frameworks and the National Council of Teachers of Mathematics. Topics include analyzing data, using probability principles, construction of histograms, combinatorics, development of the concept of measurement and Euclidean properties in 2 and 3 space, and elementary trigonometry. PREREQUISITE: Successful completion of ALGB-097 with a C- or better, or placement into college-level mathematics. Restricted to EDUC majors.

**MATH-132 — TECHNICAL MATHEMATICS 1**

**4 credits**

First of a two-part sequence for technology students in a math-related field. Topics include ratio, proportion, variation, fractions, fractional equations, functions and graphs, right triangle trigonometry, vectors, solution of linear equations, determinants, factoring, algebraic functions, laws of sines and cosines, graphs of trigonometric functions and complex numbers. PREREQUISITE: ALGB-093, ALGB-097 or math placement of MATH-101.

**STAT-142 — STATISTICS**

**3 credits**

Descriptive methods of collecting, organizing, analyzing, and presenting categorical and numerical data. Elementary probability theory, estimation, and hypothesis testing. This course is transferable to four-year colleges. PREREQUISITE: ALGB-093, ALGB097 or math placement of MATH-101.

**MATH-145 — PRECALCULUS MATHEMATICS**

**4 credits**

An intensive one-semester integrated review of the algebraic and trigonometric concepts necessary for calculus using a functional approach. Algebraic topics include linear, quadratic, polynomial, rational, and inverse functions. Transcendental topics include trigonometric, inverse trigonometric, exponential, and logarithmic functions. Graphing is emphasized as an aid to the visualization of the various functions. Conic sections are introduced. PREREQUISITE: MATH-132, MATH-103, or math placement of MATH-105.

**MATH-155 — CALCULUS 1**

**4 credits**

Topics include straight line; conic sections; inequalities; functions and graphs including trigonometric, exponential and logarithmic functions; limits and continuity; differentiation of algebraic and transcendental functions; maxima/minima theory; related rates; and differentials. Computer-based labs are an integral part of the course. 6 hours lecture. PREREQUISITE: MATH-232, MATH-145, or MATH-107, minimum grade C-.

**MATH-157 — CALCULUS FOR BUSINESS, LIFE, AND SOCIAL SCIENCES 1**

**3 credits**

Introduction to calculus with applications to business, life, and social sciences. Functions and graphs, limits, the derivative, techniques of differentiation, curve sketching, maximum/minimum problems, exponential and logarithmic functions, exponential growth and decay. PREREQUISITES: ALGB-097, ALGB-093 or placement at MATH-101 or higher.

**MATH-170— PROGRAMMING WITH MATHEMATICA**

**1 credit**

This is a one-credit lab course in programming with Mathematica software, offered during intersession in January. The focus is on hands-on learning, with the primary goal of setting up and solving significant applied problems with Mathematica. 15 hours lab. PREREQUISITE: MATH-155

**MATH-222 — APPLIED MATHEMATICS 2**

**3 credits**

Topics include limits; rates of change; differentiation of algebraic, logarithmic, and exponential functions; applications of the derivative; definite and indefinite integration; applications of the definite integral. PREREQUISITE: MATH-122.

**MATH-232 — TECHNICAL MATHEMATICS 2**

**4 credits**

Logarithms, systems of nonlinear equations, inequalities, variation, progressions, trigonometric identities and equations, inverse trigonometric functions, analytical geometry, introduction to differential and integral calculus. PREREQUISITE: MATH-132.

**MATH-255 — CALCULUS 2**

**4 credits**

Topics include antiderivatives, indefinite and definite integration, the fundamental theorem of calculus, integration techniques, differential equations, infinite series, and Taylor polynomials. Computer-based labs are an integral part of the course. 6 hours lecture. PREREQUISITE: MATH-155 or its equivalent.

**MATH-257 — CALCULUS FOR BUSINESS, LIFE, AND SOCIAL SCIENCES 2**

**3 credits**

Continuation of MATH-157. Elementary techniques of integration, introduction to differential equations, applications to several mathematical models in business, life, and social sciences, and partial derivatives. PREREQUISITE: MATH-157.

**MATH-300, 301, 302 — TEACHING EXPERIENCE IN MATHEMATICS 1, 1, 1 credit**

This course will provide STCC students with an opportunity to be a Teaching Assistant in the Springfield elementary and middle schools. Principles of instructional design, instructional methods, instructional technology and models of assessment will be covered in a seminar format before students teach their lesson. In addition, students will be experiencing mathematics in an active learning process in school classrooms in a supervised and structured experience. PREREQUISITE: Permission of instructor or ALGB-097

**MATH-355 — CALCULUS 3****4 credits**

Topics include polar coordinates, multivariable calculus: 3-dimensional coordinate systems and surfaces from  $R_n$  to  $R_m$ ; limits and continuity; partial differentiation; chain rule; the gradient: directional derivatives; maxima and minima; multiple integration and applications; vector calculus: line integrals, surface integrals; Green's Theorem; Divergence Theorem; Stroke's Theorem. Computer labs illustrating basic concepts are an essential part of the course. PREREQUISITE: MATH-255 or its equivalent.

**MATH-376 — DISCRETE STRUCTURES****4 credits**

This course is a study of the discrete structures of mathematics. They include propositional calculus, quantification, sets, functions, sequences and series, number theoretic functions, proofs - direct and indirect, induction, combinatorics, discrete probability, recurrence relations, equivalence relations, partial orderings, graphs, paths, and finite state machines. Four hours of lecture. PREREQUISITE: MATH-255.

**MATH-439 — LINEAR ALGEBRA****3 credits**

Geometric vectors; vector spaces, systems of linear equations; inner product spaces; linear transformations and matrices; determinants; eigenvalues and eigenvectors. PREREQUISITE: Calculus 2 MATH-255 or permission of instructor.

**MATH-440 — LINEAR ALGEBRA LABORATORY****1 credit**

This is a one-semester-hour computer laboratory illustrating applications of linear algebra and using a computer algebra system. PREREQUISITE: MATH - 255, CO-REQUISITE: MATH-439.

**MATH-455 — DIFFERENTIAL EQUATIONS****4 credits**

Classical methods of solution of first order and linear higher order ordinary differential equations. LaPlace Transform and Power Series solutions of linear ordinary differential equations. Matrix solutions to linear systems of ordinary differential equations. Numerical methods of solution of first order ordinary differential equations using the digital computer. Computer labs illustrating basic concepts are an essential part of the course. PREREQUISITE: MATH-355 (or MATH-255 with permission of instructor).

## Mechanical Engineering Technology

**MECH-100 - INTRODUCTION TO COMPUTER-AIDED DRAFTING****3 credits**

This course is intended to provide the student who has no previous computer or drafting background with the necessary foundation to begin the CAD courses at STCC. The course begins with the terminology and basic Windows operating system. Students develop an understanding of computer hardware, manipulating windows, and file management. The course then provides instruction in drafting basics for mechanical applications. Topics include the multiview system of a drawing, selection and arrangement of orthographic views, auxiliary views, sectional views, detail views, and conventional drawing practices. In addition, line and lettering practices are covered for typical drafting standards. PREREQUISITE: None

**MECH-110 — MATERIALS AND PROCESSING FOR WORLD-CLASS MANUFACTURING****3 credits**

This course is designed to provide the student with knowledge of the various manufacturing processes. The course begins with an intensive study of materials, including structural properties, and heat treatment of ferrous and non-ferrous materials. Also investigated will be non-metal materials such as plastics and composites. Material selection criteria are emphasized. Other related topics include: castings, forgings, progressive dies, powder metallurgy, welding, and non-traditional machining operations. Students will develop an understanding of why various manufacturing processes are used, and the advantages of the different processes.



**MECH-115 — INTRODUCTION TO ENGINEERING TECHNOLOGY****3 credits**

This course is an introduction to the concepts of engineering and engineering technology. The major topic to be discussed is the role that an engineering technologist plays in developing and manufacturing a world-class product. Some of the critical skills required of the technologist are problem solving, teamwork, business communication, and effective writing. The student will be introduced to these skills and will learn to apply them to the basic concepts of product design and quality concepts associated with a manufacturing environment. Use of computer application software to solve problems in engineering technology will be emphasized. The focus will be on continuous improvement methods brought about by the computer. The student will become familiar with using spreadsheets, word processing, presentation software, and other software for various industrial and manufacturing problems related to industrial environments. Team projects in conjunction with lab assignments are designed to reinforce key engineering principles. Three lab hours. CO-REQUISITE: MECH-115L

**MECH-150 — FUNDAMENTALS OF CNC****3 credits**

This course is an introduction to the fundamental concepts of Computer Numerical Control (CNC). The importance of numerical control to manufacturing and productivity is discussed with respect to different types of CNC systems. Coverage includes writing simple programs to perform contouring and hole operations for typical milling machining centers. Programs will also be written for lathe operations including turning, facing, and threading. The student will be instructed in the set-up and operation of both a CNC mill and lathe. Emphasis is placed on developing an understanding of typical G and M codes used in modern CNC machinery. Throughout the course, students will be required to perform calculations for speeds and feeds for various tooling. In addition, students will calculate the necessary coordinate data as it relates to the Cartesian coordinate system. PREREQUISITE or CO-REQUISITE: ALGB-087

**MECH-160 — ENGINEERING GRAPHICS WITH SOLID WORKS****3 credits**

The purpose of this course is to instruct the student in the feature-based, parametric solid modeling system called Solid Works. The course begins with an overview of Solid Works' sketching environment in which students learn to create 2D objects such as lines and arcs. Definition is then added to the sketch, including numerical dimensions and geometric relationships. Solid features are created, including extrusions and features of revolution. Students are instructed in the creation of work planes and placed features so that complicated solid models can be designed. Solids are then arranged into assemblies where interference and motion can be studied. Engineering drawing documentation is included in accordance with the ASME 14.5. PREREQUISITE: none; CO-REQUISITE: MECH-160L.

**MECH-170 — FUNDAMENTALS OF AUTOCAD****3 credits**

The purpose of this course is to instruct the student in the terminology, capabilities, and operation of computer-aided drafting software using a typical CAD system. The student will be given graphic laboratory problems to create work files consisting of elementary drawings using typical CAD commands such as line, rectangle, circle, arc, and blocks. Editing of CAD drawings is emphasized including scaling, rotating, and copying. In addition, dimensioning using dimension styles is presented to enhance the student's ability to produce professional quality drawings. PREREQUISITE: None

**MECH-180 — CAD 1: 2D FUNDAMENTALS****2 credits**

The purpose of this course is to instruct the student with the terminology, capabilities, and operation of computer-aided drafting software using a typical CAD system. The student will be given graphic laboratory problems to create two-dimensional work files. Coverage includes topics such as creating template drawing formats utilizing paper space and model space. In addition, dimensioning using dimension styles is presented to enhance the student's ability to produce professional quality drawings. Two hours of lecture. CO-REQUISITE: MECH-180L.

**MECH-185 — MECHANICAL CAD: 2D FUNDAMENTALS****4 credits**

The purpose of this course is to instruct the student with the terminology, capabilities, and operation of computer-aided drafting software using a typical CAD system. The student will then be given graphic lab problems to create two-dimensional work files. Coverage includes topics such as geometric creation, editing geometry drawing formats using paper space and model space, and the requirements for creating orthographic views for item description. Emphasis is placed on the multiview system or a drawing including orthographic views, auxiliary views, sectional views, and detail views. In addition, dimensioning, and line and lettering practices are covered to enable the student to produce professional quality drawings. Three lecture hours and three lab hours per week. **PREREQUISITE:** experience with Windows operating system.

**MECH-186 — ENGINEERING DRAWING PRACTICES****3 credits**

The purpose of this course is to discuss the requirements for documenting engineering designs and models. Coursework includes the multiview system of drawing, including creating orthographic views for item description as described in ASME Y14.3M. In addition, the selection and arrangement of orthographic views, creation of auxiliary, section, and detail views, and conventional drawing practices will be discussed. Line and lettering practices per ASME 14.2M and dimensioning practices per ASME Y14.5M will be included. The student will be given graphical problems to create mechanical drawings by hand and using a typical CAD software package.

**MECH-215 — INTRODUCTION TO QUALITY****3 credits**

This introductory course covers the evolution, current trends, and future direction of the quality function. Quality in both manufacturing and service industries will be discussed. However, this course stresses quality concepts associated with a manufacturing environment. Topics including prevention and appraisal systems, statistical methods, quality management and functions, inspection strategies, TQM, metrology, engineering and reengineering management will be discussed.

**MECH-224 — GEOMETRIC DIMENSIONING AND TOLERANCING****3 credits**

This course expands upon basic knowledge of dimensioning mechanical drawings by adding form and feature controls (functional dimensioning) in order to clearly define parts. The course begins with a review of dimensioning basics including fits and tolerances. The standards defined in ANSI Y14.5 are then studied, including form controls such as flatness and straightness, orientation controls such as perpendicularity and profile, and establishing and defining datums. The importance of control of location is emphasized, including the concept of the bonus tolerance.

**MECH-226 — METROLOGY AND GEOMETRICS****3 credits**

This course introduces the student to three key concepts within the quality function: the metrology system, measuring and gauging, and geometric dimensioning and tolerancing (GD&T). Topics to be discussed include managing the metrology system, calibration procedures and standards, types of measuring equipment, instrument classification, analysis and presentation of measurement data, and measuring and gauging geometric tolerances. Emphasis is placed on GD&T theory and discussions, based on ANSI Y14.5M-1994, including measurement of flatness, straightness, roundness, cylindricity, parallelism, perpendicularity, concentricity, position, and runout. Lab exercises demonstrate key principles discussed in lecture.

**MECH-230 — CAD LEVEL 1****3 credits**

The purpose of this course is to introduce the student to the terminology, capabilities, and operation of computer-aided drafting software using AutoCAD as a typical CAD program. Mechanical drafting fundamentals of orthographic project, linestyles, sectioning, and assemblies are covered. The student will be given graphic laboratory problems to create work files consisting of elementary mechanical drawings utilizing CAD commands such as line, rectangle, circle, arc, and ellipse. Editing of CAD drawings is emphasized including scaling, rotating, and copying. **PREREQUISITE:** None



**MECH-234 — CNC PROGRAMMING****3 credits**

This course is an introduction to the fundamental concepts of Computer Numerical Control (CNC.) The impact of CNC on manufacturing and productivity is discussed. The emphasis of this course is to manually program different types of CNC systems in use today. Course content includes writing programs to perform three-axis hole and milling operations, along with turning and facing routines for a lathe. PREREQUISITE: ADVM-112.

**MECH-251 — CNC APPLICATIONS****3 credits**

This course is a continuation of Fundamental Concepts of Computer Numerical Control (CNC). The course begins with a review of the programming structure for a CNC mill and lathe. Students will analyze prints and write CNC programs of increased complexity. An emphasis will be placed on part processing, writing code, and manufacturing parts. The 4th axis rotary table will be introduced, with programs being written and parts being manufactured using this milling attachment. Tool holders, insert geometry, and their various applications will also be reviewed for both the mill and the lathe. Work holding and work handling devices will be discussed with the goal of saving time and money by using different configurations. PREREQUISITE: MECH-150

**MECH-280 — SOLID MODELING FOR MECHANICAL DESIGN****4 credits**

This course studies three-dimensional solid modeling using a feature-based, parametric solid modeling CAD system. Students learn how to create mechanical parts and assemblies using parametric, associative software. The engineer sketches each feature of a part, provides dimensions and constraints to tie the features together, then extrudes or revolves the sketch into a solid object. Orthographic drawings are created from the solid models, including isometric, auxiliary, and sections views. The most current drawing standards of ASME Y14.5 are emphasized including the application of geometric tolerances. PREREQUISITE: MECH-186 and experience with Windows Operating Systems

**MECH-324 — STATICS AND STRENGTH OF MATERIALS****4 credits**

This course begins by studying the fundamentals of static equilibrium. Topics included are resultants of force systems, tension and compression, moments, and shear and bending moment diagrams. The course then proceeds to the study of stress and strain as produced by the application of forces on beams, columns, and shafts. The calculations of centroids and moments of inertia of beam cross-sections are emphasized. The influence of material selection on shear, bearing, bending, and torsional stresses is emphasized. Also included is the analysis of beam and torsional deflections including thermal deformation. PREREQUISITE: MATH-132.

**MECH-327 — QUALITY CONCEPTS****3 credits**

This course covers the evolution, current trends, and future direction of the quality initiatives that support a world class manufacturing organization. Topics to be discussed include quality terms, concepts, and principles; quality benefits, philosophies and modes; and continuous improvement concepts and tools. Discussion will include key theories of Shewhart, Deming, Juran, Crosby, Feigenbaum, and Ishikawa with respect to their philosophies and implementation strategies. Different models of implementation such as ISO 9000, QS 9000, and the Malcolm Baldrige quality award will be studied. Continuous improvement techniques relating to human resources and motivational theory, inspection and testing, NCM cycle, calibration, auditing, and methods and techniques used in statistical process control (SPC) will be discussed. Lab exercises utilizing Microsoft Excel are designed to demonstrate key principles discussed in lecture. Two hours lecture. PREREQUISITE: MECH-115; CO-REQUISITE: MECH-327L.

**MECH-331 — STATISTICAL QUALITY CONTROL****3 credits**

This course concentrates on methods and techniques utilized in statistical process control (SPC) in controlling manufacturing processes. SPC is a primary prevention strategy used in process problem-solving and in monitoring of processes. Topics for discussion include descriptive and predictive statistics, data cycle, process variability model, histograms, statistical parameters, normalized statistic, common cause system, central limit theorem, variable and attribute control charts, control chart interpretation, process capability studies ( $C_p$  and  $C_{pk}$  indexes), and special charting techniques. PREREQUISITE: MATH-132

**MECH-337 — COMPUTER-AIDED MANUFACTURING 1 (CAM 1)****4 credits**

In a laboratory setting, CAM 1 explores machining by utilizing a graphical software package to



generate part programs for a CNC mill and CNC lathe. The emphasis of the course is placed on learning to use the CAM software to select tools, manipulate part geometry, and convert screen graphics into a CNC program. Student teams collaborate on the program graphics, then download the CNC file to the machine tool and manufacture the part. After part creation students perform inspection, following by documentation of the event. Students learn the integration of Computer-Aided Design (CAD) with CAM in order to understand how to proceed from the design process through the manufacturing process. Both 2D CAD files and 3D CAD files (solid models) are imported into the CAM software for manufacturing. **PREREQUISITE:** MECH-150, MECH-226, MECH-280. MECH-226 and MECH-280 can be taken concurrently with MECH-337

#### **MECH-338 — COMPUTER-AIDED MANUFACTURING I (CAM 1)**

3 credits

CAM I explores machining by utilizing a graphical software package to generate part programs for a CNC mill and CNC lathe. The emphasis of the course is placed on learning to use the CAM software to select tools, manipulate part geometry, and convert screen graphics into a CNC program. Students learn the integration of Computer-Aided Design (CAD) with CAM in order to understand how to proceed from the design process through the manufacturing process. Both 2D CAD files and 3D CAD files (solid models) are imported into the CAM software for manufacturing. Three lecture hours. **PREREQUISITE:** MECH-150. **CO-REQUISITE:** MECH-226, MECH-280 and MECH-339.

#### **MECH-339 — COMPUTER-AIDED MANUFACTURING LAB I**

1 credit

This course is the laboratory companion of MECH-38. In this laboratory setting, student teams collaborate on part program graphics and create CNC code. Then, the CNC file is downloaded to the machine tool and the part is manufactured. After part creation, students perform inspection, followed by documentation of the event. Students learn the integration of Computer-Aided Design (CAD) with CAM in order to understand how to proceed from the design process through the manufacturing process. Both 2D CAD files and 3D CAD files (solid models) are imported into the CAM software for manufacturing. **CO-REQUISITE:** MECH-338.

#### **MECH-345 — MACHINE DESIGN**

3 credits

This course studies the design, manufacturing, and cost of mechanical elements which, when combined as a machine, perform a specific function. A review of strength of materials is covered, followed by the study of topics such as endurance and fatigue analyses (including the effect of lubrication on mechanical components). The design calculations for shafts, springs, belts, clutches, and chains are included. Selection criteria for bolted and welded connections, ball and roller bearings, and spur, bevel, and worm gears are included. Special emphasis is given to the selection of engineering materials, including cost, machinability, and wear. **PREREQUISITE:** MECH-322

#### **MECH-350 — MECHANICS OF STATICS**

4 credits

Review of right and oblique triangle trigonometry, geometry, numerical accuracy and dimensional analysis. Vector mechanics of forces and moments. Free-body diagrams, couples, resultants, equilibrium of particles and rigid bodies in two dimensions. Friction applications. Centroids, centers of gravity, distributed loads and moments of inertia are included. **PREREQUISITE:** MATH-132.

#### **MECH-370 — CAD 3: 3D DESIGN**

4 credits

This course is a continuation of solid modeling for Mechanical Design I. Advanced features of the parametric solid modeling CAD system are covered including derived parts, part families, and exploded assemblies. The course continually emphasizes mechanical design principles using the CAD system. Special attention is given to tolerancing of mating parts and the application of geometric tolerances per the most current standards of ASME Y14.5M. Proper engineering documentation is emphasized including the implementation of engineering change orders. **PREREQUISITE:** MECH-280

#### **MECH-390 — MATERIALS AND MANUFACTURING PROCESSES**

3 credits

This course is designed to provide the student with knowledge of engineering materials and manufacturing processes. The course begins with a study of materials including structural properties and heat treatment of ferrous and non-ferrous materials. Also investigated will be

non-metal materials such as plastics and composites. Material selection criteria are emphasized. Students will develop an understanding of why various manufacturing processes are used, and the advantages of the different processes. Two lecture hours and 3 lab hours. PREREQUISITES: ALGB-097 with minimum grade of C, MECH-180, MECH-115.

**MECH-420 — FLUID MECHANICS****3 credits**

This course includes a comprehensive study of hydrostatics, principles governing fluids at rest, pressure measurement, hydrostatic forces on submerged areas and objects, fluid flow in pipes under pressure, fluid energy, power, friction losses, Bernoulli's Theorem, and flow measurement. Application of these principles to the operation or control of fluid power equipment is also covered. PREREQUISITE: MECH-221.

**MECH-427 — ADVANCED QUALITY CONCEPTS****4 credits**

This course, a continuation of MECH-327, introduces more advanced quality concepts to the student. Such topics as quality manuals, process control plans, sampling plans, reliability, and design of experiments will be discussed. The student will continue using Microsoft Excel, but will incorporate some of Excel's advanced features as part of the laboratory exercises that are designed to demonstrate key principles discussed in lecture. PREREQUISITE: MECH-327

**MECH-437 — CAM 2****4 credits**

CAM 2 continues the technology learned in CAM 1. After a review of CAM 1, students learn how to create parts which require special fixtures and multiple operations. 3D Solid models are used exclusively throughout the semester to parallel state-of-the-art manufacturing environments. Standard machine holding devices such as vises and chucks are included with the fixtures as students graphically create the operation setups for a CNC mill and lathe. In addition, fourth-axis mill programming is included in the semester. Student teams collaborate on part operations and programming and manufacture the part. After part creation, students perform inspection, followed by documentation of the event. Classroom presentations of "lessons learned" is included as part of the final documentation. PREREQUISITE: MECH-337

**MECH-438 - CAM II****3 credits**

CAM II continues the technology learned in CAM I. After a review of CAM I, students learn how to create parts which require special fixtures and multiple operations. 3D Solid models are used exclusively throughout the semester to parallel state-of-the-art manufacturing environments. Standard machine holding devices such as vises and chucks are included with the fixtures as students graphically create the operation setups for a CNC mill and lathe. In addition, fourth-axis mill programming is included in the semester. PREREQUISITE: MECH-338, CO-REQUISITE: MECH-439

**MECH-439 - CAM LAB II****1 credit**

This course is the laboratory companion of MECH-437. In this laboratory setting, student teams collaborate on part operations, fixture creation, and part programming. Code is transferred to the machine tool and parts are manufactured. After part creation, students perform inspection, followed by documentation of the event. Classroom presentations of "lessons learned" is included as part of the final documentation. PREREQUISITE: MECH-338 CO-REQUISITE: MECH-438

**MECH-442 — MANUFACTURING PLANNING AND CONTROL****3 credits**

Manufacturing environments are controlled by a number of systems. This course is intended to describe the various systems that could be in use in modern manufacturing. We will investigate production and inventory management techniques as prescribed by APICS. The course includes a study of the elements that contribute to a successful production control program. Production forecasting, product development, control of materials, master scheduling, capacity planning, routing, dispatching, and follow-up are studied in terms of their significance and their relationship to effective manufacturing control. The philosophy of MRP2 will be discussed to show the interrelationship with JIT, quality improvements activities, and SPC.

**MECH-447 — TOTAL QUALITY MANAGEMENT****2 credits**

This course addresses the principles and practices within TQM processes. Key theories of Shewhart, Deming, Juran, Crosby, Feigenbaum, and Ishikawa are discussed and compared

with respect to their philosophies and implementation strategies. The course will focus on Deming's 14 points and Crosby's absolutes of quality and 14 steps to quality improvement. Topics for discussion include root cause analysis, measuring to improve, performance measurement, teamwork, mistake-proofing, process management, cause and effect analysis, benchmarking, prevention systems, and strategies to achieve continuous improvement. PREREQUISITES: MECH-327, MECH-331

**MECH-455 — CAD LEVEL 4****3 credits**

CAD Level 4 continues three-dimensional functions with parametric and associative modeling of mechanical parts. The emphasis of the course is to create assembled products and all detail drawings required to manufacture the product. Advanced concepts in AutoCAD Designer are covered, such as material properties and exploded views. Pro/Engineer, an advanced parametric associative software package, is utilized to take the students' fundamental understanding of modeling to a higher level. PREREQUISITE: MECH-435

**MECH-466 — ADVANCED CAD APPLICATIONS****3 credits**

This course advances beyond the standard AutoCAD environment by exploring the concepts of customizing. Customizing includes creating menu macros and learning AutoLISP, AutoCAD's internal programming language. Menu macros and AutoLISP programming allow the user to create custom commands in order to automate frequently used, labor intensive routines. PREREQUISITE: MECH-180.

**MECH-467 — ADVANCED ENGINEERING APPLICATIONS****3 credits**

This course studies computer solutions to engineering problems, with emphasis on graphical software applications relevant to mechanical engineering technology students. Includes the development of problem-solving algorithms, along with exposure to a programming language. Two hours lecture, three hours lab. PREREQUISITES: MECH-185.

**MECH-470— INTRODUCTION TO PRO/ENGINEER****3 credits**

The application software used in this course is Pro/Engineer by Parametric Technology Corporation. It is a feature-based CAD software package. Pro/Engineer can elevate a student's understanding of the design process to a higher level. Three-dimensional functions are covered for mechanical parts, including both parametric and associative modeling techniques. The course is focused on the design process for creating 3D parts, assemblies along with their detail, and assembly drawings along with the required bill of materials, all of which are currently used by industry for product documentation. PREREQUISITE: Experience with Windows OS

**MECH-471 — ADVANCED PRO/ENGINEER****3 credits**

This course is a continuation of MECH-470 using Pro/Engineer 3D software by Parametric Technology Corporation (Waltham, MA.) Students will be taught the higher level capabilities and functionalities of Pro/Engineer with topics such as start part and start assembly files. Coverage includes formats, layers, and datum point arrays. Simplified reps and advanced assembly utilities will also be covered. Students will learn UDFs and local groups. Family tables/instances using a spreadsheet will be covered. Finally, advanced patterns and rounds are studied. PREREQUISITE: MECH-470 and familiarity with Microsoft Excel spreadsheet software.

**MECH-481 — SENIOR PROJECT****4 credits**

The goal of this course is to tie together the different concepts of design and manufacturing that have been studied throughout the Mechanical Engineering Technology curriculum. The class will be divided into cross-functional teams. Each team will be given a problem statement and design requirements. The team will plan, design, and manufacture the engineering problem. Each team will prepare a proposal, schedule of tasks, finalized design, finalized manufacturing process, and final report and presentation. Team designs will be judged, and the best student team design will then be manufactured. Projects vary from semester to semester. Three hours lecture. CO-REQUISITE: MECH-481L



## Medical Assistant

### **MAST-101 — MEDICAL TERMINOLOGY 1**

**3 credits**

This course will provide students with a foundation to recognize medical terms using the four word part approach (prefix, word root, suffix, combining vowel). This will prepare the student to better understand and master the terminology related to health care delivery. Emphasis will be placed on improving written and oral communication skills pertaining to medical terminology. The student will experience real life applications of medical terminology through the use of pathology, and history and physical forms from actual hospital medical records as well as television medical dramas and movies. A working knowledge of medical terminology is desirable for anyone entering one of the health science fields. **PREREQUISITE:** None.

### **MAST-119 — APPLIED LEGAL CONCEPTS**

**1 credit**

This course will introduce the basics of medical law that pertain to the practice of medicine in the ambulatory care areas. Legal responsibilities and the rights of the patient, medical assistant, and physician will be discussed. Upon completion of the course, students will be able to understand the principles of law as they relate to the practice of medical assisting.

### **MAST-122 — INTRODUCTION TO MEDICAL ASSISTING**

**3 credits**

This course begins with an orientation to the profession of medical assisting. Students will explore the art/science of wellness through lecture and discussion highlighting communication skills, stress reduction, values clarification, and ethical conduct as they apply in the health care field. The student will have the opportunity to acknowledge his/her feelings and thoughts; examine attitudes, beliefs, cultural patterns; and clarify his/her own value system as it relates to human sexuality and life's losses. Impact of heredity/environment on one's sense of self-esteem will be examined. The role of the patient educator as well as clinical assistant and administrative assistant will be explored. **CONCURRENT:** MAST-160.

### **MAST-160 MEDICAL ASSISTANT TECHNIQUES 1**

**4 credits**

Presents theory and planned student activity in assisting with medical asepsis, vital signs, patient history, physical exam, position and draping, and sterilization and disinfection. Emphasis will be on the performance of these basic skills used by the Medical Assistant. **CONCURRENT:** MAST-160L, MAST-122.

### **MAST-161— MEDICAL OFFICE MANAGER 1**

**1 credit**

This course is designed to prepare the Medical Assistant student to develop skills using the Medical Manager software, a popular medical office management program. **CONCURRENT:** MAST-160

### **MAST-206 — VENIPUNCTURE/PHLEBOTOMY (7 weeks)**

**1 credit**

This course is designed to prepare the Respiratory Care and Radiography students in the venipuncture/phlebotomy procedure for collection of diagnostic blood specimens, and/or instilling contrast medium, diagnostic radiopharmaceuticals, and/or other drugs necessary for diagnostic procedures. Incorporated into the course will be lectures supplemented with on-campus laboratory sessions. **CONCURRENT:** MAST-206L

### **MAST-207 — VENIPUNCTURE/PHLEBOTOMY WITH AFFILIATION (7 wks)1 credit**

This course is formulated to assist and prepare the Nuclear Medicine student with the understanding and specific skills necessary in the performance of venipuncture/phlebotomy procedures to withdraw a specimen of blood for diagnostic testing, as well as instilling a medication, contrast medium or diagnostic radiopharmaceutical. Lectures and on-campus laboratory sessions will be supplemented with hospital laboratory experience aimed at high quality collection of diagnostic blood specimens. **CONCURRENT:** 207L

**MAST-210 — HEALTH SCIENCE 2****3 credits**

Presents combined classroom theory and planned student activity in a laboratory setting to prepare the allied health student to perform the following: medical asepsis including isolation techniques, vital signs, body mechanics and patient movement, surgical asepsis, a general understanding of medications, and care of the patient during emergency situations including CPR. CONCURRENT: MAST-210L

**MAST-211 — HEALTH SCIENCE 3 (7 weeks)****1 credit**

Presents theory and practice in classroom and laboratory settings to prepare allied health students for basic clinical skills and life support measures, including CPR. CONCURRENT: MAST-211L

**MAST-215 — ELECTROCARDIOGRAPHY (7 weeks)****1 credit**

A one-credit course focusing on the technique of taking a basic electrocardiogram. Skills will be developed in laboratory sessions. CONCURRENT: MAST-215L

**MAST-216 — VENIPUNCTURE/PHLEBOTOMY (7 weeks)****1 credit**

This course is designed to prepare the Medical Assistant student in the performance of venipuncture/phlebotomy procedures for the preparation and collection of diagnostic blood specimens. Included in the course will be an understanding of intravenous instillation of fluid as well as laboratory practice in removal of intravenous equipment from manikins. Emphasis will be placed on the general rules for safety following Occupational Safety and Health Administration (OSHA) standards and guidelines in the collection of high quality specimens. CONCURRENT: MAST-216L

**MAST-218 — LAB PROCEDURES FOR THE MEDICAL ASSISTANT (7 wks) 1 credit**

This class combines lecture and lab experience designed to introduce the multi-competent health care provider to the clinical laboratory and point-of-care testing. Emphasis will be placed on quality control, the collection and processing of specimens, and performing selected tests that assist with the diagnosis and treatment in various health care settings. One hour lecture, two hours lab. PREREQUISITE: MAST-202; CONCURRENT: MAST-218L

**MAST-220 — ADMINISTRATIVE SKILLS/MEDICAL ASSISTANT****3 credits**

This course is designed to prepare the Medical Assistant student with theory and skills necessary to perform administrative procedures in a medical office. Students will explore in depth types of insurance, managed care, third party reimbursement guidelines, and HCFA claim form instructions. They will be introduced to ICD-9-CM, CPT, and HCPCS coding systems. Students will perform procedural and diagnostic coding using the appropriate tools such as coding manuals and electronic search engines. Students will also be introduced to accounting procedures for the medical office, including accounts payable and receivable, billing and collection procedures, daysheets, bank deposits, petty cash, preparing checks, posting adjustments and processing refunds. Three hours of lecture.

**MAST-260 — MEDICAL ASSISTANT TECHNIQUES 2****4 credits**

This course is a continuation of advanced theory and skills in medical assisting techniques. Selected laboratory procedures will include minor surgery, cardiopulmonary resuscitation, emergencies, electrocardiography, injections, and the modalities used in physical therapy. PREREQUISITE: MAST-160; CONCURRENT: MAST-260L

**MAST-261 — MEDICAL OFFICE MANAGER 2****1 credit**

This course is a continuation of the Medical Manager software program used in the medical office setting, and will enhance the administrative skills needed by the Medical Assistant. CONCURRENT: MAST-260.

**MAST-319 — DOSAGE AND CALCULATIONS (7 weeks)****1 credit**

This course will introduce the student to pharmaceutical calculations and provide basic information on the apothecary and metric systems, and conversions from one system to another, based on practical drug problems encountered in clinical practice, since it is the responsibility of those administering drugs to precisely and efficiently carry out medical orders. A review of fractions,



decimals, percents, ratios, and roman numerals will be included, emphasizing examples used in the most common medication orders. Learning will be reinforced by computer-assisted problem solving. PREREQUISITE: ARTH-073

**MAST-321 — INTRODUCTION TO PHARMACOLOGY (7 weeks) 1 credit**

This introductory course covers pharmaceutical references and sources, legislation relating to drugs, classifications and actions, trade and generic names of drugs. The course reflects current and commonly used practices, procedures, medications, and drug preparations. Effects of drugs and their side effects on body systems will be explored. CO-REQUISITE: MAST-319

**MAST-330 — HUMAN BODY IN HEALTH AND DISEASE 3 credits**

This course is designed to provide students with a fundamental understanding of basic anatomy, physiology and pathology for the major body systems. Students will be introduced to each of the major body systems; structure, function and disease of each system will be presented. Discussion about disease prevention, diagnostic procedures and treatment modalities will also be included.

**MAST-450 — MEDICAL ASSISTANT TECHNIQUES 3 (5 weeks) 3 credits**

The affiliation period of 36 hours per week offers each student the opportunity to practice the skills learned in the college laboratory in supervised clinical experiences. Various sites in hospital clinics, outpatient laboratories, EKG departments, physician offices, and health maintenance organizations will give the students the best possible background to make career decisions. In addition, the students attend a three-hour review course in preparation for the certification exam. Three hours lecture. PREREQUISITES: MAST-160, MAST-260; CO-REQUISITE: MAST-450L.

**MAST-470 — MEDICAL ASSISTING TECHNIQUES 4, MANAGEMENT SKILLS 3 credits**

This course is designed for the Medical Assistant Associate Degree student. In this course, the externship provides the student with 180 additional hours of supervised, unpaid clinical and administrative experiences. The additional affiliation time affords the students the opportunity to further expand and develop their entry-level competencies and apply theoretical knowledge. Students will be introduced to the responsibilities and duties of an office manager in the ambulatory setting. In addition, the student will be given the opportunity to explore ambulatory health care specialties such as pediatrics, gastroenterology, and obstetrics and gynecology. This will assist students to formulate career preferences. Students will also attend 15 hours of lecture in which emphasis will be placed on management skills. PREREQUISITE: MAST-450

**MAST-480 — MEDICAL ASSISTANT ADVANCED CAREER SEMINAR 2 credits**

This course will allow the medical assistant associate degree student the opportunity to explore various topics related to educational or career advancement. Topics will include advanced credentialing, baccalaureate opportunities, multidisciplinary approach to healthcare, and simulated patient scenarios. These and other topics will be presented in a seminar format to encourage active learning and critical thinking. Teaching methodologies will include lectures, guest speakers, case studies, and patient simulation using SIMS Medical Center.

## Medical Coding

**MEDC-103 — CODING FOR THE HEALTH SCIENCES 1 credit**

This course will explain the relationship between the International Classification of Diseases (ICD), the Current Procedural Terminology (CPT) and reimbursement policies. Emphasis will be placed on determining the correct documentation that will support the required codes. Practice will be provided utilizing computerized medical software.



**MEDC-110 — INTRODUCTION TO CODING AND HEALTH INSURANCE 3 credits**

This is an introductory course on the basics of ICD-9-CM, CPT, and HCPCS coding systems. It will include health insurance terminology as well as an explanation of various third party payers and their impact on the health care delivery system. This course will also explore managed care and Medicare plans and their effects on medical care, medical costs, and reimbursement. The students will also learn the basic financial and bookkeeping applications used in the medical environment. PREREQUISITE: MAST-101.

**MEDC-120 — INTRODUCTION TO DIAGNOSTIC CODING 4 credits**

This course is a comprehensive study of ICD-9-CM. It will involve an in-depth study of coding diseases for all the major body systems. A systematic study of hospital inpatient and ambulatory care coding will also be covered. Specificity and correct coding procedures and techniques will be stressed. This course will overview ICD-10, the new coding system implemented in 2002. PREREQUISITE: MAST-101

**MEDC-121 — INTRODUCTION TO PROCEDURAL CODING 4 credits**

This course is a comprehensive study of CPT and HCPCS. Coding for evaluation and management, anesthesia, surgery, pathology, and laboratory, radiology and medicine will be emphasized. This course will also explore coding for emergency rooms, hospitals, physicians' offices, and outpatient facilities. The HCPCS coding book will be utilized for coding DME, medical, Medicare, and Medicaid supplies. PREREQUISITE: MAST-101

**MEDC-218 — HEALTH INSURANCE AND REIMBURSEMENT MGMT. 3 credits**

This course is designed to develop knowledge of various health insurance policies and plans. The student will become efficient in health insurance terminology and concepts. HMOs, PPOs, as well as government, state, and private insurance will be compared and contrasted. The course will also cover worker's compensation, disability, Champus, and Champva. Insurance forms and documentation for health claims reimbursement and billing will be utilized. Reimbursement calculations for DRG, capitation, fee for service, risk accounts, Medicare, and private insurance will be examined. PREREQUISITES: MEDC-120, MEDC-121.

**MEDC-220 — TECHNICAL APPLICATIONS OF BILLING AND REIMBURSEMENT MANAGEMENT 2 credits**

Students will use their coding, health insurance, and reimbursement knowledge didactically to utilize computer applications for billing and reimbursement. This course will utilize both an educational billing computer program and programs utilized in a healthcare billing department. PREREQUISITE: Keyboarding at 25 wpm

**MEDC-301 — CO-OP FOR HEALTH INFORMATION TECHNOLOGIES 3 credits**

This co-op will give the student work experience in the Health Information Technologies program. The student may gain experience as a medical coder, medical biller, or a patient account representative. PREREQUISITES: MEDC-218, MEDC-220.

**MEDC-305—ADVANCED CODING 3 credits**

This course is a continuation of ICD-9-CM, CPT, and HCPCS. Students will be introduced to advanced coding procedures, involving the coding of diseases and procedures from medical records. Three hours lecture. PREREQUISITES: MEDC-120, MEDC-121.

**MEDC-401 — HEALTH INFORMATION MANAGEMENT 3 credits**

This course will introduce the health information technology student to health care delivery systems, health information management, the patient record in acute, outpatient, and alternate care settings, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, legal aspects, and reimbursement.

**MEDC-405— CERTIFICATION EXAM PREPARATION FOR HEALTH INFORMATION TECHNOLOGIES 2 credits**

This course will prepare the health information technology student to take the Certified Coding Assistant (CCA) examination administered by the AHIMA. This examination is required by many employers for entry-level coding positions. The student will be introduced to the test-taking experience, the construction of the test, the content of the test, and test time constraints. PREREQUISITES: MEDC-218, MEDC-220, MEDC-305.

## Music

### **MUSC-110 — HISTORY OF MUSIC**

**3 credits**

This course will focus on the history and influence of the western music tradition. Forms and styles of music from the Middle Ages to the present will be examined in relation to the timeline of historical events. Representative works by noted composers will be listened to and discussed. Three hours lecture. Offered Continuing Education only

### **MUSC-120 — HIP HOP CULTURE**

**3 credits**

The history of Hip Hop and its cultural underpinnings and influence will be explored in a lecture/workshop format, which will equip students with the necessary skills for basic production and lyric composition/analysis. Students will be assigned roles as producers and emcees, and in those capacities will form collaborations resulting in final performances. Three hours lecture.

### **MUSC-130 — MUSIC APPRECIATION**

**3 credits**

A survey course for the general student in which significant works from the several periods of music history will be heard and discussed. This course will be open to all students at the College. Outside listening and reading assignments will be scheduled and attendance at live concerts will be encouraged.

### **MUSC-133 — INTRODUCTION TO PIANO AND THEORY**

**3 credits**

A beginning piano course for adult students without prior musical knowledge or skills. The course will combine both music theory and a laboratory skills program with major emphasis on the basic structure of keyboard music. Melody, chords, rhythm, form, dynamics and style will be studied by the student at the keyboard and discussed in lecture sessions. Students will be encouraged to proceed as their individual abilities permit, requiring considerable individualization of instruction as they gain technical mastery. Open to all students at the College. PREREQUISITES: None.

### **MUSC-150— APPLIED MUSIC INSTRUCTION**

**1 credit**

Private instrumental or vocal instruction for college credit, given by arrangement with the faculty of the Community Music School of Springfield.

### **MUSC- 234 — INTERMEDIATE PIANO AND THEORY**

**3 credits**

A continuation of the introduction to keyboard skills course. Mastery of major and minor scales, arpeggios, and chords in all keys will be taught. The emphasis will be on developing mastery of sight-reading skill, providing the student with skills for further self-exploration of the keyboard upon completion of the program. Course open with the permission of the instructor or satisfactory completion of MUSC-133.

### **MUSC-344 — HISTORY OF JAZZ**

**3 credits**

The course will address both the history and the aesthetics of America's unique contribution to music — Jazz. Study of the music's origins and its historical and stylistic phases will be complemented with careful listening and analysis. Emphasis will be placed on the contributions and biographies of individual artists whose musical visions helped to shape and re-define the music in successive generations. The role of improvisation in combination with other common musical practices will be considered in exploring the contributions of great jazz soloists. Three hours lecture. PREREQUISITE: ENGL-100.

## Nuclear Medicine

### NMDT-102 — INTRODUCTION TO NMT

**3 credits**

This course serves to introduce the student to Nuclear Medicine Technology. The first two weeks are devoted to understanding the rationale and requirements of the program as documented in the Handbook. Other content areas to be covered are: understanding the radioactive atom and its potential decay patterns, identification and measurement of radiation, radiation protection and safety requirements, the production and implementation of radiopharmaceuticals, as well as the quality of these products. Basic chemistry will be discussed in relation to radiopharmaceutical binding. CONCURRENT: BIOL-132.

### NMDT-105 — ORIENTATION TO PRACTICUM (5 weeks)

**1 credit**

This orientation class will provide the student with an understanding of the Nuclear Medicine procedures, terminology associated with the department, and a general overview of the field, thus allowing a smooth transition for the student into the hospital setting.

### NMDT-210 — NUCLEAR IMAGING OF ORGANS

**3 credits**

This course initially introduces the methods of localization and biorouting of radiopharmaceuticals used in nuclear medicine technology. Upon completion of the above, the course will move into an organ/system approach detailing the following organ systems: central nervous, endocrine, respiratory, gastrointestinal, therapeutic systems and other miscellaneous systems. The coverage of each organ system will include in detail a discussion of the anatomy and physiology, radiopharmaceuticals used, technical aspects of imaging, as well as the indications and interpretations of the scans. PREREQUISITES: NMDT-102, BIOL-132.

### NMDT-212 — NUCLEAR CARDIOLOGY

**2 credits**

An introduction to cardiac anatomy, its terminology, and the physiology of heart function is first reviewed. The heart's ability to transmit electrical activity will be evidenced by a description of the ECG in its normal and abnormal states. The factors leading to coronary disease are introduced to underline the causes of acute MIs and coronary artery insufficiency. Myocardial scans which illustrate the detection of CAD and also the measurement of cardiac function will be discussed including: purpose, patient preparation, radiopharmaceuticals, instrumentation, and data acquisition. Computer analysis of data both qualitative and quantitative for specific cardiac function and measurement is presented. PREREQUISITES: NMDT-102, BIOL-132; CONCURRENT: NMDT-210, BIOL-232, and NMDT-207.

### NMDT-306 — STATISTICS AND INSTRUMENTATION

**3 credits**

The course comprises statistical analysis and current nuclear medicine instrumentation. The student will learn: experimental design, its terms, and methods of statistical evaluation to be applied to nuclear medicine research and clinical studies. This will aid the student in developing a scientific paper required concurrently in the Practicum 3 course. All current nuclear medicine instrumentation will be discussed with regard to design and function, characteristics of use, and their quality control procedures. SPECT technology and quality control will also be highlighted. PREREQUISITES: NMDT210, NMDT-212; CONCURRENT: PHYS-300.

### NMDT-415 — INDEPENDENT STUDY

**0 credit**

This is a course of directed review and study for the student who has completed all the course requirements in Diagnostic Medical Imaging - Nuclear Medicine but who has failed to pass the simulated registry examination as required for graduation. Successful completion of this course with a passing grade on a comprehensive examination will enable such a student to graduate.



**NMDT-417 — SPECIAL PROCEDURES IN NUCLEAR MEDICINE (10 weeks) 2 credits**

This course reflects new trends in nuclear medicine imaging and laboratory procedures, as expected by the accrediting agency and certification boards. Content to be included in this course is initially related to immunology and the use of radiolabeled antibodies in diagnostic imaging and therapy. It will also highly demonstrate emerging PET technology with emphasis on instrumentation and clinical scans. The growth of other tumor-seeking radiopharmaceuticals will be discussed. Additional radioactive lab procedures related to hematology disorders will be described. Procedures such as Schilling's testing, and blood volume dilution studies: red cell mass/volume, survival and sequestration, will be illustrated. This course will reflect new and existing diagnostic testing in nuclear medicine. **PREREQUISITES:** NMDT-210, NMDT-212, NMDT-306.

**PRACTICUM EXPERIENCE**

Practicum includes the clinical experiences unifying the theory taught in the Nuclear Medicine and support courses. The sequencing of the practicum and competency examinations in specific task areas places gradual expectations on the level of the student so that after over 1900 accumulated clinical hours in twenty-four months, the student can be graduated as a competent NMT, board eligible. The expectations and requirements are outlined in the student handbook as well as in each course syllabus.

**NMDT-103 — PRACTICUM 1 (10 weeks) 2 credits**

The student is expected to apply classroom knowledge within the clinical setting, demonstrating initiative and enthusiasm to the supervising technologist. The semester competency examinations indicate the ability of the student to integrate theory and clinical practice. Offered two eight-hour days per week for a total of 144 clinical hours. **CONCURRENT:** BIOL-132, NMDT-102.

**NMDT-207 — PRACTICUM 2 2 credits**

This is the second course in the sequence of clinical practicum. Additional competency examinations are required. Offered two eight-hour days per week for a total of 224 clinical hours. **PREREQUISITES:** NMDT-102, NMDT-103, BIOL-132.

**NMDT-209 — PRACTICUM-SUMMER-1 (10 weeks) 5 credits**

This is the third in the sequence of clinical practica. Weekly classes are scheduled for the purpose of clinical discussion and review. A comprehensive examination is required, and will cover the topics included in the first year of study. Grading for the summer session will reflect both the clinical and the comprehensive components of the course. Offered 40 hours per week for a total of 400 clinical hours. **PREREQUISITES:** NMDT-207, BIOL-232; **CO-REQUISITE:** NMDT-209L.

**NMDT-301 — PRACTICUM 3 5 credits**

This is the fourth course in the sequence of clinical experience. Additional competency examinations will be assigned. Offered three eight-hour days per week for a total of 328 clinical hours. **PREREQUISITES:** NMDT-209, concurrent NMDT-306, PHYS-300, MAST-207.

**NMDT-401 — PRACTICUM 4 5 credits**

This is the fifth course in the sequence of clinical experience. Additional competency examinations will be assigned. Offered three eight-hour days per week for a total of 328 clinical hours. **PREREQUISITES:** NMDT-301, NMDT-209, PHYS-300.

**NMDT-410 — PRACTICUM-SUMMER-2 (10 weeks) 5 credits**

This is the final practicum course, which involves the integration of two years of classroom learning with clinical practice. The student will be individually supervised with the preparation and injection of radiopharmaceuticals, as each affiliate permits. Unassisted performance of routine clinical exams, processing and analysis of non-imaging data, and maintaining a room work schedule will be further developed. Upon completion of this course, the student will have achieved all levels of competencies necessary for employment in nuclear medicine. Weekly classes are scheduled for the purpose of clinical discussion and review. A comprehensive simulated registry exam is required. Grading for the summer session will reflect both the clinical and didactic components of the course. Successful completion of this course demonstrates all requirements of the JRC to sit for a national certifying exam and seek employment in nuclear medicine. Offered 40 hours per week for a total of 400 contact hours. An 11th week is included for the completion of all clinical make-up hours. **PREREQUISITES:** NMDT-401, NMDT-414; **CO-REQUISITE:** 410L.

# Nursing

## **NURS-099 — BASIC MEDICATION CALCULATIONS**

**3 credits**

This course contains five separate modules: (1) arithmetic review of fractions and decimals, (2) systems of measurement and measurement equivalents, (3) dimensional analysis, (4) nonparenteral drug doses, and (5) parenteral drug dosages. All students will take math placement tests and, based on test results, will be offered the option of challenge exams for the first two modules. Regardless of math placement results, all students must successfully complete the final three modules and receive a grade of 90% or better on the final exam to meet the prerequisites for admission into the nursing program. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

## **NURS-102 — NURSING 1**

**8 credits**

This is a nursing fundamentals course which provides the student with a knowledge base of nursing theory. The focus is on wellness of the individual client who is presented as a multidimensional being with physical, psychological, sociocultural, developmental, and spiritual facets. Nursing process is introduced and applied to clients across the lifespan, using primary interventions which promote wellness and prevent illness. This course teaches the student beginning communication skills, principles of teaching/learning, professional standards within the practice of nursing, as well as the nurse's role as a member of the health team. The course is intended to introduce the student to critical thinking and to emphasize the importance of lifelong learning. The major concepts identified in this course are nursing knowledge, communications, nursing process, teaching/learning, professional issues, management and personal growth. **PREREQUISITE:** NURS-099

## **NURS-102 — NURSING 1**

**8 credits**

This introductory seminar will introduce the freshman student to professional practice issues and evidence-based practice. It is designed to facilitate the research process through library exploration and professional writing skills. The student will also be exposed to the American Nurses Association standards for safe practice and professional nursing behaviors. Topics will include the history of nursing, regulating bodies, impairment, and professional publications. Some independent assignments will be expected.

## **NURS-202 — NURSING 2**

**9 credits**

This course focuses on clients experiencing common physiological and psychosocial alterations. Emphasis is placed on application of nursing knowledge and utilization of the nursing process in caring for individuals and families across the lifespan. The student learns secondary interventions which are intended to promote stability and prevent complications in ill or injured clients. Furthermore, the student learns tertiary interventions which facilitate achievement of maximum levels of wellness following illness or injury. Therapeutic communication skills are taught and the student begins to apply them in interactions with clients, peers, and health team members in selected settings. Teaching and learning is emphasized through implementation of teaching plans for individuals and families. Examination of ethical, legal, and professional standards within nursing practice is intended to enhance professional role development. This course helps the student to achieve organizational skills in the care of individuals and families in selected settings. Also, the student begins to develop skills necessary for self-growth and critical thinking.

**NURS-302 — NURSING 3****9 credits**

This course focuses on individuals and families across the lifespan who are experiencing multisystem illnesses/injuries. The student is expected to integrate nursing knowledge and skills as well as utilize the nursing process in order to deliver secondary and tertiary interventions to clients with multiple health problems. Therapeutic communication skills are refined through implementation with individuals, families, peers, and health team members. The student will formulate teaching plans aimed at promoting stability, preventing complications, and achieving maximum levels of wellness to clients with multisystem problems. The student further develops his/her role as a professional nurse by differentiating ethical, legal, and professional issues within the realm of nursing. Organizational skills are further enhanced through nursing experiences in a variety of settings including acute care agencies and community placements. The student is expected to demonstrate critical thinking in his/her nursing practice.

**NURS-330 — THE ART OF HEALING****3 credits**

This course emphasizes the art of healing within the healthcare domain. Students will gain an understanding of the differences between the art and science of healing. They will develop an appreciation of the intuitive side of healthcare and how it complements the scientific base in an effort to provide holistic care to humans. Topics include values clarification, self-awareness, and role development of the health professional, ethical dilemmas, cultural diversity, and alternative health practices. These and other topics will be presented in a seminar format to encourage active learning and critical thinking. Three hours of lecture. PREREQUISITE: ENGL-100

**NURS-402 — NURSING 4****9 credits**

This course continues to focus on individuals and families across the lifespan who are experiencing multisystem illnesses or injuries. In addition, groups are introduced in this semester. The student is expected to incorporate nursing theory and knowledge of skills in the care of these clients. In using the nursing process there is an emphasis on synthesizing all facets of the client's needs including health promotion and illness prevention as well as promoting stability, preventing complications, and achieving maximum levels of wellness following illness or injury. The course stresses evaluation of the teaching/learning process with clients. The student learns management skills which allow him/her to coordinate the nursing care of individuals, families, and groups in various settings. The student is encouraged to evaluate professional standards used in interpersonal relationships. Also, the student is expected to communicate effectively with others, use critical thinking, and seek out learning experiences.

**NURS-403 — NURSING SEMINAR****2 credits**

This seminar course builds upon the curricular threads of management, professional issues, personal growth, and communication. It is designed to stimulate critical thinking skills by allowing the student to discuss and debate various current issues pertinent to nursing. Professional development topics include role transition, legal issues, job-seeking skills, and discussion of ethical dilemmas. This course provides the student with an opportunity to critically analyze experiences and situations in an effort to stimulate personal growth and develop professional skills useful in nursing practice.

**NURS-404 — NURSING SENIOR SEMINAR****1 credit**

This seminar course builds on the curriculum threads of management, advanced professional issues, role transition, legal issues, and ethical dilemmas. Emphasis is placed on critical thinking skills and the application of those skills. It is expected that professional growth will be stimulated and professional skills enhanced. Some independent assignments will be expected. CO-REQUISITE: NURS-402.



## Occupational Therapy Assistant

### OCCP-100 — OCCUPATIONAL THERAPY ASSISTANT 1

5 credits

Students will be introduced to the field of occupational therapy and how it relates to other health services. They will learn about expectations for professional behavior, different frames of reference which inform practice, and the structure and foundation of the national organization. During laboratory sessions, students will study cognitive, sensory, and motor skills to analyze crafts, self-care skills, and recreational activities. CO-REQUISITES: OCCP-100L, PSYC-100, ENGL-100, BIOL-132.

### OCCP-200 — OCCUPATIONAL THERAPY ASSISTANT 2

5 credits

Emphasis in this course is on the development, restoration, and compensation of occupational performance. The student will acquire the knowledge and practical skills necessary to participate in the screening, evaluation, and treatment process for patients with physical dysfunction. The student will be educated in the principles of remedial, habilitative and rehabilitative practice, and will have the opportunity to observe these skills in area facilities and the campus rehab clinic. PREREQUISITE: OCCP-100; CONCURRENT: OCCP-200L, BIOL-232, OCCP-201, and OCCP-202.

### OCCP-201 — PHYSICAL PATHOLOGY

3 credits

Emphasis in this course is on normal development and physical disabilities caused by neurological, orthopedic impairment or insult, cardiovascular problems, and the degenerative process. The principles of medical practice and, if applicable, educational intervention used with these specific health problems will be identified. PREREQUISITE: OCCP-100; CO-REQUISITE: OCCP-200, BIOL-232, PSYC-325.

### OCCP-202 — MOVEMENT AND FUNCTION

2 credits

In this course students will study the principles of human movement or kinesiology. Their understanding of the material will provide tools to solve clinical problems such as modifying equipment, improving safety in the home and at work, and developing activity programs. PREREQUISITES: OCCP-100, BIOL-132, ENGL-100, PSYC-100; CO-REQUISITES: OCCP-202L, OCCP-200, OCCP-201, BIOL-232.

### OCCP-300 — OCCUPATIONAL THERAPY ASSISTANT 3

5 credits

Emphasis in this course is on the psychosocial aspects of occupational performance and the role of the COTA in the therapeutic process. The student will acquire the knowledge and practical skills necessary to participate in occupational therapy treatment of patients with psychosocial dysfunction. The student will be educated in the principles of mental health and will have opportunities to observe these skills in area facilities. In the lab, the students will apply various frames of reference that inform practice. PRE-REQUISITES: OCCP-200, OCCP-201, OCCP-202, PSYC-325, SOCL-100, ENGL-200; CONCURRENT: OCCP-300L, OCCP-301, OCCP-302, HCAR-300, MAST-211.

### OCCP-301 — PSYCHOSOCIAL PATHOLOGY

3 credits

The classification system for psychiatric diagnoses helps professionals in occupational therapy understand their patients' problems, communicate with one another, and design clinical interventions. This course will explore how medical practitioners view individuals with mental health problems and the implications of psychiatric symptoms for our clients' functional abilities. PREREQUISITES: OCCP-200, OCCP-201, OCCP-202; CONCURRENT: OCCP-300, OCCP-302, HCAR-300, MAST-211.

**OCCP-302 — OCCUPATIONAL THERAPY MEDIA****3 credits**

This course builds on the information presented in the physical dysfunction classes during the prior semester. In order for some patients to improve or maintain their functional capabilities in the home, workplace, and community, they may need special equipment or electronic technology. Students will learn about a variety of assistive devices and modalities such as wheelchairs, adaptive control switches, and computer systems. **PREREQUISITES:** OCCP-200, OCCP-201, OCCP-202, PSYC-325, ENGL-200; **CONCURRENT:** OCCP-300, OCCP-301; OCCP-302L, HCAR-300.

**OCCP-400 — OCCUPATIONAL THERAPY ASSISTANT SEMINAR****2 credits**

This course is designed to foster critical thinking, application of theory, and professional roles and behaviors. Sharing practical experiences will be encouraged. Students will be assisted in preparation for employment and the National Certification Examination for Occupational Therapy Assistants. **PREREQUISITES:** OCCP-300, OCCP-301, OCCP-302; **CONCURRENT:** OCCP-411 or OCCP-412.

**OCCP-411 — OCCUPATIONAL THERAPY ASSISTANT PRACTICUM 1\*****5 credits**

Eight weeks of full-time fieldwork experience conducted under the supervision of a registered occupational therapist in the area of psychosocial or physical dysfunction. The purpose of this experience is to further application of academic and technical skills. **PREREQUISITES:** OCCP-300, OCCP-301, OCCP-302; **CONCURRENT:** OCCP-400.

**OCCP-412 — OCCUPATIONAL THERAPY ASSISTANT PRACTICUM 2\*****5 credits**

Eight weeks of full-time fieldwork experience conducted under the supervision of a registered occupational therapist in the area of psychosocial or physical dysfunction. The purpose of this experience is to further application of academic and technical skills. **PREREQUISITES:** OCCP-300, OCCP-301, OCCP-302; **CONCURRENT:** OCCP-400.

\*It should be noted that the practicum hours of OCCP-411 are prerequisites to the practicum hours of OCCP-412.

## Office Information Technologies

**LEGL-306 — LEGAL TERMINOLOGY AND TRANSCRIPTION****3 credits**

This course is designed to give the student a background in basic legal terminology, including Latin terms. Legal transcription skills will be acquired through dictation with emphasis on the use of transcription equipment in conjunction with the personal computer. A student who successfully completes this course will be able to spell and pronounce, as well as define and understand, legal terms through practical application. A grade of "C" or better is required. **PREREQUISITES:** CLER-204 or OFFS-215 or equivalent.

**LEGL-406 — ADVANCED LEGAL TRANSCRIPTION****3 credits**

This course continues to emphasize legal terminology through dictation and usage of transcription equipment with the personal computer. Students learn to format legal documents and correspondence related to different specialty areas. This course will also provide students with the knowledge, terminology, and background needed to prepare all the documents used in a lawsuit, from the initial filing of the suit to its conclusion. Emphasis will be placed on grammar, spelling, punctuation, capitalization, proofreading, and efficient use of reference materials resulting in production of mailable copies. A grade of "C" or better is required. **PREREQUISITE:** LEGL-306.

**LEGL-407 — LEGAL OFFICE CONCEPTS AND PROCEDURES****3 credits**

This course presents a basic understanding of legal concepts of the law for legal office assistants. It provides an analysis of the legal office environment and emphasizes principles of the law. With simulated activities and cases, students learn various aspects of the law such as real estate and property transfer, litigation, wills and probate, and corporate law. A grade of "C" or better is required. **PREREQUISITE:** LEGL-306

**MOFF-300 — MEDICAL OFFICE MANAGEMENT****3 credits**

This course will familiarize the student with medical management software. The student will build patient files, post entries, make appointment schedules, complete billing procedures, and generate reports. **PREREQUISITE:** OFFS-215

**MOFF-321 — MEDICAL INSURANCE AND REIMBURSEMENT****3 credits**

This course is designed to give students knowledge of the reimbursement for medical services by private and governmental insurance providers. Emphasis will be placed on the impact of changes in health care management, including managed care, gatekeeping, and primary and secondary coverages. Students will learn how to abstract information necessary for processing reimbursement forms and will gain an understanding of the importance of medical coding in the reimbursement process. relevant legal issues will also be covered.

**MOFF-454 — MEDICAL MACHINE TRANSCRIPTION****3 credits**

This course is designed to introduce the student to machine transcription. Students will learn how to operate machine transcription equipment while keyboarding various medical documents such as case histories, chart/progress notes, physical examinations, and medical correspondence. **PREREQUISITE:** OFFS-215 ("C" or better).

**MOFF-456 — ADVANCED MEDICAL MACHINE TRANSCRIPTION****3 credits**

This course is a continuation of MOFF-454. Students will transcribe advanced medical material such as case histories, medical reports, conferences, etc., in mailable format. Basic rules of capitalization, number usage, punctuation and abbreviations in transcribing medical documents will be emphasized. **PREREQUISITES:** MOFF-454, OFFS-206

**CLER-204 — INTRO. TO MACHINE TRANSCRIPTION****3 credits**

This course is an introduction to basic transcription techniques with emphasis on spelling, grammar, punctuation, number usage, and capitalization. Vocational competence in machine transcription is the principal goal. Developing good listening techniques, producing first-time mailable business communications, and learning the importance of machine dictation and transcription in the word processing cycle are the important objectives in this course. **PREREQUISITES:** OFFS-105, 'C' or better.

**OFFS-093 — INTRODUCTION TO KEYBOARDING - ESL****3 credits**

This course is designed for students wishing to develop touch keyboarding skills. An introduction to the alphabetic and numeric keyboard will be presented and proper keyboarding techniques will be reinforced. Emphasis will also be placed on building speed and accuracy. A minimum touch keyboarding speed of 20 wpm/three minutes/three errors or less is required for course completion. This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC. **PREREQUISITE:** ESL Level 3; may be taken concurrently.

**OFFS-099 — COMPUTER KEYBOARDING FOR HEALTH****3 credits**

This developmental keyboarding course is designed especially for students enrolled in the School of Health Sciences. Students will be introduced to Windows, a software program for PC users, while learning touch keyboarding skills which build speed and accuracy. The student will become familiar with keyboarding, language, and grammatical skills that are unique to positions in the medical field.

**OFFS-100 — BASIC KEYBOARDING SKILLS****1 credit**

This course is designed for any individual wishing to develop touch keyboarding skills applicable to today's sophisticated electronic typewriter and computer keyboards. A minimum touch keyboarding speed of 20 wpm is required for course completion. Available to the entire STCC community. **PREREQUISITES:** None.



**OFFS-105 — COMMUNICATIONS/EDITING****3 credits**

This one-semester course prepares the student for production of mailable business communications in machine transcription and word processing courses. The course emphasizes the basic principles of typewriting style and word division, punctuation style, spelling improvement, capitalization, number and abbreviation styles, proofreading, and editing. Achievement tests will be administered upon completion of each area of emphasis. **PREREQUISITE:** ENGL-100 or **CO-REQUISITE:** ENGL-100.

**OFFS-116 — KEYBOARDING APPLICATIONS 1****3 credits**

This course develops touch control of the alphabetic and numeric keyboard, reinforces proper keyboarding techniques, builds basic speed and accuracy, and provides practice in applying those skills to the formatting of reports, business letters, and envelopes. Students must achieve a "C" or better. Minimum speed requirement for the course is 30 wpm/three minutes/three errors or less.

**OFFS-117 — OFFICE PROCEDURES****3 credits**

In this course the student will learn to manage the administrative functions in the electronic office such as handling telephone communications, implementing records management systems, and managing business information. The student will also learn the importance of good working relationships for career success.

**OFFS-119 — FUNDAMENTALS OF KEYBOARDING****3 credits**

This course is a continuation of Introduction to Keyboarding, and will develop touch control of the alphabetic and numeric keypad, reinforce keyboarding techniques, and build speed and accuracy. Students will be introduced to the proper formatting of reports, business letters, and envelopes. Students must achieve a C or better. Minimum speed requirement for the course is 30 wpm/three minutes/three errors or less. **PREREQUISITE:** OFFS-093 or permission of instructor.

**OFFS-120 — CUSTOMER RELATIONS****3 credits**

The student will be introduced to the concepts and skills needed to attract and retain customers. This course is designed to teach the student exemplary customer service thinking in public or private, domestic or international organizations. Listening techniques, verbal and nonverbal communications, telephone communications, and use of technology will be emphasized, as well as resolving customer conflicts and complaints. Three hours of lecture.

**OFFS-125 — TEN-KEY PAD****1 credit**

This course prepares the student for keying numeric data entry on the computer. The student is introduced to the ten-key pad by touch. Speed and accuracy drills will be emphasized. A minimum numeric data entry rate of 60 strokes a minute (SAM) is required for course completion.

**OFFS-200 — KEYBOARD SKILL BUILDING****1 credit**

This course is designed to assist individuals in building keyboard speed. Individual speed building goals will be determined with a minimum goal of 10 wpm gain for five minutes with five or less errors. Available to the entire STCC community. Students wishing to enroll in more than one module may do so under a directed study contract with the instructor. **PREREQUISITES:** OFFS-100, CMA-116.

**OFFS-210 — COMMUNICATIONS/EDITING 2****3 credits**

This course is a continuation of Communications/Editing 1 (OFFS-105.) Continued emphasis will be on punctuation, capitalization, number and abbreviation style; word mastery; and proofreading and editing techniques. Achievement tests will be administered upon completion of each area. The student should be able to prepare mailable business documents. Three hours of lecture. **PREREQUISITE:** OFFS-105.

**OFFS-215 — KEYBOARDING APPLICATIONS 2****3 credits**

This course is a continuation of OFFS-116. Students are introduced to the basic formatting of simple tables, reports, and business correspondence. Continued emphasis is placed on building speed and accuracy. Students must achieve a grade of "C" or better. Minimum speed requirement for the course is 40 wpm/three minutes/three errors or less. **PREREQUISITE:** OFFS-116 and a touch keyboarding rate of 30 wpm.

**OFFS-216 — ADMINISTRATIVE MANAGEMENT/COMMUNICATIONS****3 credits**

This course helps the student understand business information systems and how technology is used to create productivity in today's business office. The interaction of people, equipment, and procedures provides the basic structure for this course. The student will learn to coordinate office communications, conferences, meetings, and travel arrangements; distribute written documents; employ time management techniques; learn the functions of supervisors; and make career decisions. **PREREQUISITE:** None

**OFFS-220 — INTRODUCTION TO EDITING/TRANSCRIPTION****3 credits**

This course prepares students for the production of mailable business communications. Basic transcription techniques will be introduced. The course emphasizes the basic principles of word division, punctuation style, spelling improvement, capitalization, number and abbreviation styles, proofreading and editing. Developing good listening techniques, producing mailable business communications, and learning the importance of machine dictation/transcription in the word processing cycle will be emphasized. **PREREQUISITES:** OFFS-100 and DWRT-099 ("C" or better) or placement at ENGL-100

**OFFS-225 — DOCUMENT PROCESSING 1****3 credits**

This course introduces the student to the formatting of business correspondence. Students will learn how to format reports, business letters, memorandums, and tables utilizing the latest word processing software. A minimum touch keyboarding rate of 30 wpm/3 minutes/3 errors or less is required for course completion. **PREREQUISITES:** OFFS-100 and CMA-101; **CO-REQUISITE:** ENGL-100

**OFFS-230 — MEDICAL COMPUTER APPLICATIONS****2 credits**

This course is specifically designed to introduce the medical assistant to computer terminology, computer concepts, word processing, medical transcription, medical documents, records management, and telephone techniques. Students will be introduced to basic word processing formatting techniques while applying these techniques when creating and transcribing medical documents such as case histories and physicals, lab and radiology reports, operative reports, charts/progress notes, consultation letters, etc. Records management systems, telephone techniques and etiquette, and office mail will be presented. The course meets for two lecture hours and a one-hour lab. **PREREQUISITE:** OFFS-100; **CO-REQUISITE:** OFFS-230L

**OFFS-245 — MICRONUMERICS****3 credits**

This course emphasizes the use of the touch system for micronumeric data entry on the ten-key pad. A minimum numeric data entry rate of 90 strokes a minute (SAM) is required for course completion. Basic math functions using common keyboard features are developed to solve everyday business and consumer applications such as check registers, payroll registers, invoices, sales tax, comparison pricing, etc. **PREREQUISITES:** Must place in ALGB-081 or above on math placement test.

**OFFS-260 — MEDICAL WORD PROCESSING****3 credits**

This course is designed specifically to familiarize the medical assistant with word processing. Major emphasis is placed on using basic word processing functions and transcription equipment in producing documents such as case histories, discharge summaries, medical reports, and medical correspondence. The student will also be introduced to records management and the handling of office mail. The course meets for three lecture hours and a one-hour lab. **PREREQUISITE:** OFFS-100.

**OFFS-300 — KEYBOARD SPEEDBUILDING AND APPLICATIONS****2 credits**

This course introduces students to keyboarding techniques, drills, and strategies which aid in developing superior keyboarding capabilities. By utilizing an individualized diagnostic/prescriptive method, this is a complete speedbuilding and accuracy-development keyboarding program which enables students to identify their speed and accuracy problems and to select appropriate corrective drills. Five-minute timed writings are presented. **PREREQUISITE:** 20 WPM touch keyboarding rate.

**OFFS-304 — MACHINE TRANSCRIPTION****3 credits**

This course emphasizes the techniques and operation of machine transcription equipment. Transcription skills will be acquired through the use of a wide variety of business related dictation — executive, legal, and medical. Grammar, spelling, punctuation, capitalization, proofreading, and the use of reference material will be stressed. The relationship of machine transcription to the word-processing concept will also be introduced. The course meets three hours per week. PREREQUISITE: OFFS-215, CLER-204.

**OFFS-315 — KEYBOARDING APPLICATIONS 3****3 credits**

This course is a continuation of OFFS-215. Students are introduced to the advanced formatting of correspondence, reports, tables, and forms, as well as designing of office publications. Students learn how to create headers/footers, find replace, styles, templates, labels, document merging, columns, sorting, and page orientation. Continued emphasis is placed on building speed and accuracy. Students must achieve a grade of "C" or better. Minimum speed requirement of 50 wpm/five minutes/five errors or less. PREREQUISITES: OFFS-215, 40 wpm keyboarding rate

**OFFS-325 — DOCUMENT PROCESSING 2****3 credits**

This course is a continuation of Document Processing 1. Continued emphasis is placed on the formatting of letters, reports, and employment documents utilizing the advanced features of the latest word processing software. A minimum touch keyboarding rate of 40 wpm/5 minutes/5 errors or less is required for course completion. PREREQUISITE: OFFS-225 (C or better)

**OFFS-395 — OFFICE INFORMATION TECHNOLOGIES INTERNSHIP****3 credits**

This course is designed for students in the Office Information Technologies programs who have completed 30 credit hours. The internship program allows advanced students to go out into the business world and participate in on-the-job training activities directly related to their major field of study. Students will attend seminar sessions on campus in addition to a minimum of ten hours per week of practical field observation. A faculty coordinator will meet routinely with each student to review work completed. PREREQUISITE: Completion of 30 degree credits for degree students and minimum QPA of 2.5.

**OFFS-397 — OFFICE ADMINISTRATION COOPERATIVE EDUCATION****3 credits**

This course is designed for students in the Office Information Technologies programs who have completed 30 credit hours. The Cooperative Education program allows advanced students to go out into the business world and participate in paid employment directly related to their major field of study. Students will attend seminar sessions on campus in addition to a minimum of ten hours per week of practical field observation and on-the-job experience in area companies approved by the Cooperative Education Office and the Office Information Technologies program. A faculty coordinator will meet routinely with each student to review work completed. PREREQUISITE: 30 credit hours completed and department approval.

**OFFS-401 — ADVANCED KEYBOARDING****3 credits**

This course utilizes advanced desktop publishing principles for students enrolled in the Executive and Legal Office Information Technologies programs. Difficult materials in manuscripts, statistical, letter, and rough draft present a challenge in problem solving, in addition to the preparation of legal documents. The minimum speed required for this course is 50 wpm for five minutes with five or less errors. A speed of 'C' or better is necessary to meet graduation requirements. PREREQUISITE: OFFS-315.

**OFFS-410 — COMPUTER INTEGRATED SYSTEMS 2****3 credits**

This course is a continuation of OFFS-310 and introduces the student to the concept of adding visual enhancements to documents. Students prepare charts and worksheets while learning to link and embed objects. Students are also introduced to the concept of organizing, sorting, and managing data while learning to prepare merged letters, envelopes and mailing labels, as well as sorting and selecting data and creating and organizing database files. PREREQUISITE: OFFS-310.



**OFFS-495 — OFFICE SYSTEMS INTERNSHIP****3 credits**

This course is designed for students in the Office Information Technologies programs who have completed 45 credit hours. The internship program allows advanced students to go out into the business world and participate in on-the-job training activities directly related to their major field of study. Students will attend seminar sessions on campus in addition to a minimum of ten hours per week of practical field observation. A faculty coordinator will meet routinely with each student to review work completed. **PREREQUISITE:** 45 credit hours for degree students, QPA 2.5.

**OFFS-497 — OFFICE SYSTEMS COOPERATIVE EDUCATION****3 credits**

This course is designed for students in the Office Information Technologies programs who have completed 45 credit hours. The Cooperative Education program allows advanced students to go into the business world and participate in paid employment directly related to the major field of study. Students will attend seminar sessions on campus in addition to a minimum of 10 hours per week of practical field observation and on-the-job experience in area companies approved by the Cooperative Education Office and the Office Information Technologies program. A faculty coordinator will meet routinely with each student to review work completed. **PREREQUISITE:** 45 credit hours for degree students and 15 credit hours for certificate students, and department approval.

**VIRT-101 — INTRODUCTION TO VIRTUAL ASSISTANT****3 credits**

This introductory course explores the Virtual Assistant industry and sets the stage the starting, operating, and growing a successful and profitable Virtual Assistant business. Virtual Assistants are highly skilled professionals working as independent contractors who provide administrative support and specialized services to small businesses. Topics in the course include how to operate a VA business, office set-up and layout, business equipment, time management, self-employment considerations, certifications, types of businesses, licenses, client relationships, bookkeeping/collections, business plans, and Web presences. Three lecture hours. **PREREQUISITE:** None

**VIRT-201 — VIRTUAL ASSISTANT TECHNIQUES****3 credits**

This course introduces students how to apply marketing concepts to a Virtual Assistant business, as well as building relationships and establishing a successful VA business. Students will create professional marketing materials such as brochures, flyers, letterheads, sales letters, press releases, invoices, business cards, advertisements, newsletters, etc. Students will also format business documents such as letters, reports, minutes, and itineraries, agendas, as well as create a company identity and design a company web site. Three lecture hours. **PREREQUISITE:** VIRT-101, MRKT-110, and CMPA-320.

**VIRT-497—VIRTUAL ASSISTANT INTERNSHIP****3 credits**

This course is designed for students in the Virtual Assistant program option who have completed 45 credit hours. The Cooperative Education program allows advanced students to go out into the Virtual Assistant industry and complete 150 hours of practical online experience with businesses. Students will take part in weekly online seminars with the faculty coordinator to review completed work. Student will complete a minimum of ten hours per week with virtual businesses approved by the Cooperative Education Office and the faculty coordinator. **PREREQUISITE:** VIRT-201, 45 credit hours completed and department approval.

## Philosophy

### **PHIL-110 — PHILOSOPHY 1**

**3 credits**

Philosophy is part of the study of the self; the search for reasons for our values and beliefs; and for good reasons for our reasons. The course includes a critical examination of the traditional questions in ethics, politics, religion and art. **PREREQUISITE:** None.

### **PHIL-210 — PHILOSOPHY 2**

**3 credits**

This course will examine in greater detail some of the classical problems along with some contemporary problems introduced in Philosophy 1. Students will be required to write one critical essay and one annotated bibliography on assigned readings. This course will feature guest lectures by members of other departments of STCC and outside participants. **PREREQUISITE:** None.

## Physical Education

(See Interdisciplinary Health Studies)

## Physical Therapist Assistant

### **PTAS-100 — PHYSICAL THERAPIST ASSISTANT 1**

**4 credits**

This course provides an overview of physical therapy and the role of the assistant. Professional ethics and responsibilities are discussed. Emphasis is on the performance of basic skills used by the Physical Therapist Assistant. These include transfers, patient mobility, gait training, range of motion, vital signs, use of the tilt table, use of mechanical lift, massage, and postural drainage. Clinical observation will be included for initial patient contact. **CO-REQUISITES:** PTAS-100L, BIOL-132

### **PTAS-101 — INTRODUCTION TO PHYSICAL THERAPY (7 weeks)**

**1 credit**

This course presents an introduction to and broad background on the profession of physical therapy. It is designed for the student beginning the PTA program or considering application to it. **PREREQUISITE:** For PTA students: acceptance into the program. For other students: completion of DRDG-092 or placement at DRDG-105 level. Two hours lecture for 7 weeks.

### **PTAS-200 — KINESIOLOGY**

**4 credits**

This course is designed to develop an understanding of the dynamics of human motion through the study of muscles and joints. Extensive review of anatomy and physiology is required for this course. **PREREQUISITES:** BIOL-132, PTAS-100 **CO-REQUISITES:** PTAS-201, BIOL-232, PTAS-200L, HCAR-350, PTAS-202.

### **PTAS-201 — PHYSICAL THERAPIST ASSISTANT 2**

**4 credits**

This course provides lecture and laboratory work in the study of the various modalities used in physical therapy, the physiological effects of the modalities, and the indications and contraindications for usage of the various modalities. Principles and practice of mechanical traction of cervical and lumbar spines, as well as wound care will be presented. **PREREQUISITES:** PTAS-100, BIOL-132; **CO-REQUISITES:** PTAS-200, PTAS-202, BIOL-232, PTAS-201L, HCAR-350.

**PTAS-202—FUNDAMENTALS OF MEASUREMENT SKILLS**

**2 credits**

This course develops competency in the basic data collection skills of goniometry and manual muscle testing. Laboratory experiences reinforce the application of these skills within the context of physical therapy practice. Lecture one hour. A lab is required with this course. PREREQUISITES: PTAS-100, BIOL-132; CO-REQUISITE: PTAS200, PTAS-201, BIOL-232, PTAS-202L.

**PTAS-203 —HUMAN DISEASE/CONDITIONS**

**3 credits**

This course will provide the student with basic understanding and applied knowledge of diseases and other processes including trauma that occur in the human body. The student will learn the etiology, symptoms, prognosis, and precautions of many acute and chronic conditions that are encountered in the physical therapy setting, including orthopedic, neurological, cardiovascular, and developmental. Three hours lecture. PREREQUISITES: PTAS-100, PTAS-101, BIOL-132. CO-REQUISITES PTAS-200, PTAS-201, PTAS-202, BIOL-232.

**PTAS-306 — NEUROLOGICAL TREATMENT APPROACHES/INTEGRATED PRACTICE**  
**credits**

**3**

This course will provide the student with a framework of current and historical approaches to treatment of the neurologically-impaired patient, from pediatric to geriatric. PREREQUISITES: PTAS-200, PTAS-201, PTAS-200, HCAR-350; CO-REQUISITES: PTAS-306L, PTAS-307, PTAS-308, HCAR-300, MAST-211.

**PTAS-307 — INTRODUCTORY SUPERVISED CLINICAL EXPERIENCE**

**1 credit**

This course will provide the senior student with 50 hours of patient contact under the close supervision of a physical therapist or physical therapist assistant, in various clinical settings. The emphasis will be on development of professional behaviors with patients and other health care workers, in addition to the practice of those clinical skills acquired thus far in the curriculum. PREREQUISITES: PTAS-200, PTAS-201, PTAS-202, HCAR-350; CO-REQUISITES: PTAS-306, PTAS-308, HCAR-300, MAST-211.

**PTAS-308 — ORTHOPEDIC TREATMENT PROCEDURE**

**4 credits**

This course will provide the student with mechanical and physiological concepts of exercise programs, with emphasis on the problems related to the patient's skeletal and muscular involvement. Laboratory experiences will develop the student's skill in the application of various treatment techniques. A clinical field trip experience will augment the lab sessions. PREREQUISITES: PTAS-200, PTAS-201, PTAS-202, HCAR-350; CO-REQUISITES: PTAS-306, PTAS-307, PTAS-308 L, HCAR-300, MAST-211.

**PTAS-402 — PHYSICAL THERAPIST ASSISTANT SEMINAR**

**1 credit**

The purpose of these seminars is to correlate the academic and technical courses with the practical clinical work. They are alternately scheduled with the affiliation assignments so that students may return to the classroom for sharing and discussion. PREREQUISITES: All other courses must be completed by the end of the third semester; CO-REQUISITES: PTAS-403, PTAS-404.

**PTAS-403 — SUPERVISED CLINICAL EXPERIENCE (7 weeks)**

**6 credits**

Supervised practice in selected clinical settings. PREREQUISITES: All other courses must be completed by the end of the third semester; CO-REQUISITE: PTAS-402.

**PTAS-404 — SUPERVISED CLINICAL EXPERIENCE (7 weeks)**

**6 credits**

Supervised practice in selected clinical settings. PREREQUISITE: PTAS-403; CO-REQUISITE: PTAS-402.



## Physics

### PHYS-104 — INTRODUCTION TO ASTRONOMY 1

3 credits

This course is an introductory, non-technical overview of astronomy taught as a general elective. The subject is presented from both an historical and a descriptive perspective, beginning with the earliest human astronomical observations and continuing through the most recent discoveries about the nature of the universe. Topics discussed will include the origin and age of the universe (the Big Bang); star formation, dynamics and evolution; planet and planetary system formation and a tour of our solar system; the sun; galaxy structure and evolution; and current topics such as the search for extra-solar planets, the potential for the existence of extraterrestrial life, and astronomical threats to life on earth. Some outdoor observations may be conducted. PREREQUISITES: ALGB-083/087 and placement in DRDG-092 and DWRT-099 or above.

### PHYS-119 — TECHNICAL PHYSICS

4 credits

An overview of physics in one semester. Trigonometry and use of a scientific calculator are introduced as needed. Mechanics topics include vectors, statics, linear and circular motion, work and energy. Introduction to electric fields and circuits, waves, light, and atomic physics are also treated. Experimentation and problem-solving are stressed, based on an integrated lecture and laboratory. Intended to provide an overview for students in technology programs. PREREQUISITE: ALGB-093 or ALGB-097 with a grade of C- or better, and placement in DWRT-099 or above.

### PHYS-125 — PHYSICAL SCIENCE

4 credits

This is a course for non-science majors, drawing from topics in physics, chemistry, astronomy, and earth science. It uses a qualitative/descriptive approach to natural phenomena utilizing only basic math skills. This course is primarily intended to fulfill a laboratory science requirement for General Studies students, and although not recommended, may in some cases be used as a transferable science course by Liberal Arts Transfer students. Three-hour laboratory. PREREQUISITES: ALGB-083, ALGB087 with a grade of C- or better, and placement in DRDG-092 and DWRT-099. CO-REQUISITE: PHYS-125L

### PHYS-130 — COLLEGE PHYSICS 1

4 credits

A non-calculus, college-level physics course for Liberal Arts Transfer students or students of the life sciences. Topics include motion, mass, force, conservation laws, momentum, gravitation, work, energy, and heat. There is a three-hour laboratory per week. PREREQUISITE: ALGB-093 (Algebra 2) or ALGB-097 with a minimum grade of C-, DWRT-099. CO-REQUISITE: PHYS-130L.

### PHYS-132 — UNIVERSITY PHYSICS 1

4 credits

This course, intended for engineering and science majors, uses calculus extensively. It is the first of a sequence of three rigorous courses in physics. It covers classical mechanics, including statics, the laws of motion, energy, momentum, conservation laws, oscillators, and waves. Includes a three-hour laboratory and one-hour recitation each week. PREREQUISITE: MATH-155 with a minimum grade of C- and placement at ENGL-100; CO-REQUISITE: PHYS-132L, MATH-255.

### PHYS-144 — SURVEY OF ASTRONOMY

4 credits

This course is a survey of the science of astronomy designed to satisfy laboratory science transfer credit requirements. Topics covered include how we learn about the universe through an understanding of atomic and subatomic structure, electromagnetic radiation and gravity, and what we currently know of the universe. Cosmological topics such as the Big Bang, dark matter, and the accelerating expansion of the universe and the implications on its ultimate fate will be discussed. Also covered will be star formation, dynamics, evolution, and the structure of galaxies. Additional topics will include the formation and structure of the earth, the planets, the sun and the remainder of the solar system (moons, comets and asteroids). Recent discoveries such as the results of the latest interplanetary probes and the search for extrasolar planets will be discussed, as will astronomical issues impacting our society such as the potential threat of collisions between the earth and comets and asteroids, and the potential existence of extraterrestrial life. Some outdoor observations may be conducted. PREREQUISITES: ALGB-093 or ALGB-097, DWRT-099; CO-REQUISITES: MATH-132, PHYS-144L.

**PHYS-230 — COLLEGE PHYSICS 2****4 credits**

A continuation of College Physics 1, this is a non-calculus, college-level physics course for Liberal Arts Transfer students and students in pre-med or life sciences. Topics include electrostatics, basic electronics, circuit analysis, alternating current, and optics. Atomic physics, nuclear physics, and radioactivity are introduced. Includes a three-hour laboratory. PREREQUISITE: ALGB-093 or ALGB-097 with a minimum grade of C-, DWRT-099; CO-REQUISITE: PHYS-230L.

**PHYS-232 — UNIVERSITY PHYSICS 2****4 credits**

This course is a continuation of PHYS-132. Topics include: electrostatics, electrical circuits, magnetism, interaction of magnetic fields and currents, and magnetic induction. Maxwell's laws will be introduced. This course demands a command of calculus, vector algebra, and vector analysis. This course includes a three-hour laboratory and one hour of recitation each week. PREREQUISITE: PHYS-132, MATH-255, DWRT-099 with a minimum grade of C-; CO-REQUISITES: PHYS-232L, MATH-355.

**PHYS-256 — OPTICS AND IMAGE RECORDING****4 credits**

This course explores capturing images with the action of light. It is a transferable laboratory science course for non-science majors, which provides students with a theoretical foundation and laboratory experience with the properties of light and the techniques of image recording. Topics include the theories and processes involved in recording images on photosensitive surfaces, followed by examining the materials, and measuring the image quality. Among the sub-topics covered are light, color, lenses, photographic history, densitometry, and digital imaging. Includes a three-hour lab. Open to all students. PREREQUISITES: ALGB-083, ALGB-087, DWRT-099 with a minimum grade of C-. CO-REQUISITE: PHYS-256L

**PHYS-300 — RADIOLOGIC PHYSICS 1****4 credits**

This is a basic atomic physics course emphasizing the medical application of photon ionizing radiation. Topics covered are basic mechanics, basic electrostatics, and fundamentals of electronics. Special topics include: the nature of the photon, ionizing radiation, with emphasis on attenuation processes. The photoelectric effect, Compton effect, pair production, secondary radiation resulting from such, and x-ray spectra are covered in detail. Use of a scientific calculator is required. Three-hour laboratory. PREREQUISITE: DWRT-099, ALGB-093 (Algebra 2), ALGB-097 with a minimum grade of C-. CO-REQUISITE: PHYS-300L.

**PHYS-332 — UNIVERSITY PHYSICS 3****4 credits**

This is a continuation of PHYS-232. Topics include: Maxwell's equations, electromagnetic waves, oscillators, physical and geometrical optics, concepts of special relativity, Bohr model of the atom, introduction to the Schrodinger equation, wave functions and probability amplitudes. Includes a three-hour laboratory and one-hour recitation each week. PREREQUISITE: DWRT-099, PHYS-232, MATH-355 (Calculus 3) with a minimum grade of C-. CO-REQUISITE: PHYS-332L.

**PHYS-400 — NUCLEAR PHYSICS****4 credits**

This course, a continuation of PHYS-300, is a basic nuclear physics course emphasizing the medical applications of radiation. The nuclear properties of the atom are covered, describing energy levels of stable and unstable nuclei, which then are related to radioactive decay. Production of photons and particles from reactors, cyclotrons, linacs, and x-ray machines is covered. Radiation detection instrumentation and radiation dosimetry compliant with the NRC are covered. Topics studied will include those required by medical accrediting agencies (RBE, LET, HVL, and NRC regulations.) Use of a scientific calculator is required and will include problems relating to the natural logarithm. Three-hour laboratory. This is a transferable science course for non-science majors. Required of DMIN; open to all students. PREREQUISITE: ALGB-093/ALGB-097, and placement at DWRT-099; RECOMMENDED: successful completion of PHYS-300. CO-REQUISITE: PHYS-400L

## Political Science

### **PSCI-100 — AMERICAN GOVERNMENT AND POLITICS**

**3 credits**

An analysis of the way in which politics and political institutions work in American society. The major problems of American democracy are explored, with their political, social, and economic implications. Also explored are constitutional rights and freedoms, the federal power structure, and changing governmental institutions. **PREREQUISITE:** None.

### **PSCI-250 — INTERNATIONAL RELATIONS**

**3 credits**

This course is designed to aid the student in reaching a better understanding of world politics, which determines whether we as individuals and our civilization will prosper, and the search for international order. The nation-state system, nation's interests, conflict or cooperation, and the search for international order will be discussed. An emphasis is placed on highly volatile current events.

### **PSCI-300 — POLITICAL THEORY 1: FROM PLATO TO HOBBS**

**3 credits**

This course is a survey and comparative analysis of the political writings of various thinkers from classical antiquity to the 1600s. The course will also examine key concepts of normative political theory, such as power, ideology, and the state, and their relationship to the perennial problems of the social order.

### **PSCI-330 — POLITICAL THEORY 2: 1600 TO THE PRESENT**

**3 credits**

This course is a survey and comparative analysis of the political writings of various thinkers from 1600 to the present. The course will examine such political constructs as nationalism, anarchism, democratic socialism and Marxism, conservatism, and fascism.

### **PSCI-900 — DIRECTED STUDY IN POLITICAL SCIENCE**

**Variable credits**

Semester hour credit will vary from one to three, depending upon the written, agreed upon approved, student-professor contracts.

## Psychology

### **PSYC-100 — GENERAL PSYCHOLOGY**

**3 credits**

This introductory course identifies those scientific methods used to study human behavior. Discussion centers around the contribution of heredity, environment, learning, perception, motivation and emotion in shaping our individual personalities. Honors component available.

### **PSYC-109 — HUMAN RELATIONS**

**3 credits**

This is a course designed to build a strong self image. Each student has an opportunity to understand that he/she is a functioning human being in the twentieth century and that this is not a task to be taken lightly. He/she will realize that we are all similar in many ways and that we are also different. This course will help the student establish a philosophy of life that will be very helpful in his/her communications and awareness of the future.

### **PSYC-230 — PSYCHOLOGY OF AGING**

**3 credits**

Gerontology, the study of aging from maturity to old age, has grown over the past 50 years. This course examines adult development and aging, providing an opportunity for students to look into what the future might hold for them. This course focuses on the aging process in modern society. It examines how aging affects the social system from macro and micro perspectives. It looks at the scientific study of elders, with emphasis on bio-psycho-social effects on aging. Also, it examines multicultural aspects related to relationships, retirement, grief, and bereavement. This course also outlines physical and cognitive issues related to aging, with special emphasis on Alzheimer's disease and related dementias. **PREREQUISITE:** PSYC-100



**PSYC-305 — CHILD PSYCHOLOGY****3 credits**

This advanced course examines the major influences on a child's physical, cognitive, and social development from conception through early childhood. Information is presented in chronological order to give an integrated view of the child at each major phase of development. An examination of the basic theories and contemporary research suggest some answers for more effective parenting. **PREREQUISITE:** PSYC-100.

**PSYC-325 — LIFESPAN HUMAN GROWTH AND DEVELOPMENT****3 credits**

This course will emphasize the cognitive, biological, psychosocial, sexual, cultural, and moral development of the individual from conception through old age. The theories of Freud, Erikson, Piaget, Kohlberg, Kubler-Ross, and other prominent psychologists will be applied to specific problems in the developmental process. **PREREQUISITE:** PSYC-100.

**PSYC-335 — THEORIES OF PERSONALITY****3 credits**

This course is an introduction to psychological theory and research on the concept of personality. It examines the prominent paradigms in personality theory: psychodynamic, behavioral, cognitive, humanistic, and trait theory. Particular emphasis is placed on the determinants and development of personality and current thought regarding the interplay of biological and environmental influences.

**PSYC-400 — PRINCIPLES OF NORMAL/ABNORMAL BEHAVIOR****3 credits**

A general introduction into the origin, development, types of mental illness, and the methods of coping with psychological dysfunction. Inquiry will also be made into the theoretical and applied approaches of several of the major schools of thought with regard to helping services. **PREREQUISITE:** PSYC-100.

**PSYC-900 — DIRECTED STUDY IN PSYCHOLOGY****Variable credits**

Semester hour credit will vary from one to three, depending upon the written, agreed upon, approved, student-professor contract.

## Rehabilitation Therapies

(See Occupational Therapy Assistant, Physical Therapist  
Assistant)

## Radiography

**RADG-111 — RADIOGRAPHIC POSITIONING 1****4 credits**

This course provides the basis for performing anatomic positioning. Anatomic positioning is the "art" of radiography. The final product, the radiograph, is dependent upon proper anatomic positioning, as well as the proper technical factors. The ultimate purpose of all positioning is to visualize specific parts of the body, free from superimposition of anatomic structures and pathology. This course will include development of psychomotor skills in the application of ionizing radiation to produce diagnostic radiographs of the appendicular skeleton. The laboratory section of this course affords time for the student to demonstrate and practice the radiographic positions. The lab sessions simulate conditions or situations with patients in the radiology department. **PREREQUISITE:** ALGB-093 or equivalent. **Concurrent:** RADG-111L.

**RADG-112 — IMAGE PRODUCTION AND EVALUATION****2 credits**

An understanding of how images in radiography are recorded is necessary as a first step in obtaining the best radiograph for medical diagnosis. This introductory course covers these essentials: film, video, laser and computer images, manual and automatic processing, intensifying screens, primary exposure factors, and mathematical principles that apply to image quality. These topics include grids, beam restricting devices, density contrast, detail, geometric and other types of distortion, and ways to reduce radiation dose to the patient. **CONCURRENT:** RADG-112L; **PREREQUISITE:** ALGB-093 or equivalent.

**RADG-116 — INTRODUCTION TO CLINICAL PRACTICE (10 weeks)**

**2 credits**

This introductory course will deal with the essentials for patient/technologist interaction. The relationship between clinical education and the theory component of the R.T. curriculum as well as defining the clinical competency evaluation system are covered. Students will learn definition of terms, titles of organizations, and abbreviation/phrases used in a radiography department. They will also discuss personal obligations, what is meant by professional confidentiality and effective communication techniques. The nature of ionizing radiation and its biological effect on the human, risk versus benefit, radiation detection equipment, and instrumentation. The class will also discuss the NCR and Commonwealth of Massachusetts rules and regulations relating to protection and monitoring of personnel. **PREREQUISITE:** high school algebra 2.

**RADG-211 — RADIOGRAPHIC POSITIONING 2**

**4 credits**

This course is a continuation of RADG-111, Positioning 1. It deals with the anatomic positioning of the spine and ribs, and pathology. Also, assisting the Radiologist in contrast instillation during exams of the urinary system, gastrointestinal, and biliary tracts. The lab section of this course affords time for the student to demonstrate and practice the radiographic positions. The lab sessions simulate conditions or situations with patients in the radiology department. **PREREQUISITES:** RADG-111, BIOL-212, BIOL-132. **Concurrent:** RADG-211L

**RADG-212 — EQUIPMENT OPERATION AND MAINTENANCE**

**2 credits**

Sequential to RADG-112, an in-depth examination of the equipment used in radiography, starting with the x-ray tube and the rectifying circuit, tube ratings, and the cooling charts for multiple exposures, automatic exposure control, image intensification, stereography, and tomography. Problem solving for different grids is covered. **CONCURRENT:** RADG-212L.

**RADG-213, 214, 313, 415, 416 — CLINICAL PRACTICUM**

**2, 5, 3, 3, 5 credits**

These courses provide a structured clinical experience to assist the student in the application of didactic and laboratory practice in clinical settings, under the supervision of registered technologists. This experience includes an examination of the student's competence, and a continuing evaluation of his professionalism. Clinical Orientation 1 and 2 are required prior to Clinical Practicum 1 and 4, respectively. Successful completion of each course is required to progress to the next practicum. **NOTE:** Clinical orientation is offered during the Winter Intersession only.

**RADG-311 — SPECIAL PROCEDURES IN RADIOPHARMACEUTICALS**

**2 credits**

A highly-trained team of professionals is necessary to successfully execute the techniques required to obtain diagnostic information during a special procedure. Special procedures are commonly employed to visualize the vascular system or similar hollow organs or vessels. This course will deal with the procedures, the equipment utilized, and the preparation and performance of the procedures. **PREREQUISITES:** BIOL232, RADG-111, RADG-211.

**RADG-314 — RADIOGRAPHIC POSITIONING 3**

**3 credits**

This course is a continuation of RADG-211, Positioning 2. It deals with the positioning of the cranium and special views (projections) of the anatomic structures in RADG-111 and RADG-211. The major emphasis will be placed on the various positions of the cranium and pathology. **PREREQUISITES:** RADG-211, BIOL-232; **CONCURRENT:** RADG-314L.

**RADG-413 — SEMINAR/QUALITY CONTROL**

**3 credits**

This course will provide the procedures followed in a quality control program, and will examine the benefits of such a program to the radiology department. Also, a review of the entire curriculum of the program, including film critique, will be provided. **PREREQUISITES:** RADG-311, and RADG-314.

**RADG-419 — RADIATION PROTECTION AND BIOLOGY (7 weeks)**

**2 credits**

This module is a continuation of RADG-116. Topics covered include ionizing radiation and x-ray energies. Interactions of radiation with matter and a review of the radiation units of measurement are studied. Dosimetry will cover NRC and NCRP requirements on effective dose equivalent limits, record keeping, monitoring, patient protection, and shielding requirements. Also, an introduction of the state regulation CMR 105 will be given and compared with the federal regulation. Includes

a detailed examination of the effects of radiation on the cell, the systems, and the human being, including both long-term and short-term effects, somatic and genetic effects. PREREQUISITES: RADG-116, BIOL-132, BIOL-232, PHYS-300.

## Respiratory Care

### RSPC-104 — INTRODUCTION TO RESPIRATORY CARE

3 credits

This introductory course includes a study of cardiopulmonary anatomy/physiology, arterial blood gas interpretation, introduction to cardiopulmonary disease, medical terminology, communication skills, and ethics. The course is designed to provide the student with fundamental knowledge and theory which will enable the student to understand the more complex theories and practice of respiratory care in subsequent courses.

### RSPC-105 — RESPIRATORY CARE 1

4 credits

This course is designed to be a study of respiratory care equipment and the physical principles involved in its use. Among areas to be discussed are: oxygen transport, gas physics, medical gas therapy, gas analyzing equipment, CPR, airway management, and bedside measurement and monitoring devices. The didactic portion consists primarily of lectures, and the clinical hours provide for application of principles learned in the classroom. CO-REQUISITE: RSPC-105L

### RSPC-205 — RESPIRATORY CARE 2

4 credits

This is the second part of a two-semester course which integrates physical principles with their application to clinical equipment. Application of humidity and aerosol therapy, infection control, hyperinflation therapy, postural drainage therapy, suctioning airways, and basics of mechanical ventilation will be discussed. The didactic portion consists primarily of lectures, and the clinical hours provide for application of principles learned in the classroom. PREREQUISITES: RSPC-105, BIOL-132, BIOL-140; CO-REQUISITE: RSPC-205L

### RSPC-207 — RESPIRATORY CARE 3

3 credits

This course is a study in clinical assessment in respiratory care. Topics to be covered are fundamentals of respiratory assessment, interpretation of blood gases, clinical application of the chest radiograph, clinical laboratory studies, advanced assessment techniques, assessment of sleep and breathing, and special procedures. Equipment and current trends in these areas will be examined. The didactic portion consists primarily of lectures, and the clinical hours provide application of principles learned in the classroom. PREREQUISITES: RSPC-105, BIOL-132, BIOL-140.

### RSPC-215 — RESPIRATORY CARE 4 (8 weeks)

2 credits

This course is an extensive study of general applications, contraindications, and hazards of pharmacological agents used in the treatment of cardiopulmonary diseases. Calculation of dosages and mechanical means of application of medication will be covered. PREREQUISITES: BIOL-140, RSPC-207, BIOL-232; CO-REQUISITE: RSPC-216.

### RSPC-216 — RESPIRATORY CARE PRACTICUM 1 (8 weeks)

4 credits

The clinical, bedside, and laboratory application of respiratory care is presented, utilizing the facilities of affiliated clinical sites and College laboratory under supervision of hospital respiratory care practitioners, physicians, and College faculty. Clinical affiliation is designed to expose students to an environment in which they can practice respiratory care. PREREQUISITES: BIOL-140, RSPC-205, RSPC-207, BIOL-232; CO-REQUISITE: RSPC-215

### RSPC-303 — INTENSIVE RESPIRATORY CARE

3 credits

An in-depth study of the principles of mechanical ventilation while in the adult, pediatric, and neonatal intensive care. Theory/application of mechanical ventilation will be discussed in detail. PREREQUISITE: BIOL-121, RSPC-215, RSPC-216.



**RSPC-305 — PULMONARY FUNCTION TESTING**

**3 credits**

This course will examine in detail equipment, diagnostic testing, interpretation, and the patterns of various respiratory diseases. Students learn how to use equipment in various pulmonary function labs. PREREQUISITES: BIOL-121, RSPC-215, RSPC-216.

**RSPC-306 — RESP. CARE APPLICATIONS/CLINICAL SCIENCES 1**

**2 credits**

This course is offered over two semesters, and encompasses physiology of the cardiovascular and pulmonary systems, and physiology designed to prepare the student for clinical judgment in respiratory care. Topics related to respiratory function, acid base balance, and ventilation and perfusion relationship are included. PREREQUISITES: BIOL-121, RSPC-215, RSPC-216.

**RSPC-310 — RESPIRATORY CARE 5**

**3 credits**

This course will examine in detail the principles and theories of pulmonary rehabilitation, home health care, asthma and disease management. PREREQUISITES: RSPC-215, BIOL-121, RSPC-216.

**RSPC-311 — RESPIRATORY CARE PRACTICUM 2**

**4 credits**

The clinical, bedside, and laboratory application of respiratory care is presented, utilizing the facilities of affiliated clinical sites and College laboratory under supervision of hospital respiratory care practitioners, physicians, and College faculty. Clinical affiliation is designed to expose students to an environment in which they can practice respiratory care. PREREQUISITES: RSPC-215, RSPC-216, BIOL-121.

**RSPC-408 — RESPIRATORY CARE 6**

**3 credits**

This course is a study in hemodynamic monitoring, electrocardiography, ACLS, and preparation for the NBRC advanced practitioner exam. Students will learn how to take the RRT simulation exam. The final exam will be self-assessment exam (NBRC Registry exams), written and simulation. PREREQUISITES: BIOL-232, RSPC-310.

**RSPC-409 — NEONATAL/PEDIATRIC CARE**

**3 credits**

This course offers the foundation of neonatal and pediatric respiratory care, from anatomic and physiologic development of the cardiopulmonary system to various disease states. The course will focus on etiology, pathophysiology, diagnosis, treatment, and prevention for each disease state. Evaluation of the neonatal and pediatric patient will include history, physical and clinical assessments as well as radiologic evaluations. PREREQUISITES: BIOL-232, RSPC-303, RSPC-305.

**RSPC-410 — RESPIRATORY CARE PRACTICUM 3**

**5 credits**

The clinical, bedside, and laboratory application of respiratory care is presented, utilizing the facilities of affiliated clinical sites and College laboratory under supervision of hospital respiratory care practitioners, physicians, and College faculty. Clinical affiliation is designed to expose students to an environment in which they can practice respiratory care. PREREQUISITES: BIOL-140, BIOL-232, RSPC-311.

**RSPC-411 — RESPIRATORY CARE APPLICATION AND CLINICAL SCIENCES 2**

**1 credit**

This is the second part of a two-semester course encompassing pulmonary pathology. Special emphasis is placed on the etiology, pathophysiology, and treatment of pulmonary diseases. PREREQUISITES: BIOL-140, BIOL-232, RSPC-306.

## Social Sciences

See Economics, Geography, History, Political Science,  
Psychology, Sociology/Anthropology

## Sociology/Anthropology

### **SOCL-100 — INTRODUCTION TO SOCIOLOGY**

**3 credits**

An introductory course designed to acquaint the student with a working knowledge of the concepts used by sociologists and with the well-established generalizations in the field. Topics to be discussed include socialization, culture, population, group processes, social stratification, ethnic/racial stratification, gender stratification, and social change. **PREREQUISITE:** ENGL-100 encouraged.

### **SOCL-110 — INTRODUCTION TO ANTHROPOLOGY**

**3 credits**

A general introduction to social and cultural anthropology which will explore among the diverse cultures of the world some of the possible variations in technology, economics, social and political organization, art, religion and ideology. Each year the world grows smaller in each area of communication, transportation, and general economic interdependence. However, an understanding of cultural differences among the people of the world is often lacking. Cultural anthropology provides a systematic description and comparison of the ways of life of groups of people throughout the world. An appreciation of the solutions to human problems developed by other cultures allows not only greater perception of our own way of life, but also of the values and goals of others. The fundamental objective of this course is to provide insight into various ways that people respond to basic human needs.

### **SOCL-140 — HUMAN SEXUALITY**

**3 credits**

Human sexuality will be considered from social, historical, cross-cultural and interdisciplinary perspectives. A comprehensive examination of the scientific study of human sexuality with emphasis on the sociological perspective and the contributions of social scientists. **PREREQUISITE:** SOCL-100

### **SOCL-200 — SOCIAL PROBLEMS**

**3 credits**

This course applies the principles and concepts of sociology to an understanding of contemporary social problems such as poverty, minority status, crime, alcohol, drug addiction, etc. Emphasis will be placed on the connection between personal experience and the larger social, political, and economic institutions of society. **PREREQUISITE:** SOCL-100 or SOCL-110.

### **SOCL-250 — SOCIOLOGY OF THE FAMILY**

**3 credits**

This course will focus on the historical development of the family. Its focal point will be the North American family. Cross-cultural comparison will be used, especially in the study of marriage and kinship practices. Strong emphasis will also be placed on family change and social problems such as domestic violence. It will also include such topics as single parenting, changing gender roles, and alternatives to the traditional family. We will apply this knowledge to everyday life experiences. **PREREQUISITES:** SOCL100 or SOCL-110. Not offered every year.

### **SOCL-301 — RACE AND ETHNIC RELATIONS**

**3 credits**

This course will explore race and ethnicity from a sociological perspective. It will incorporate a cultural and historical analysis of the ethnic groups nationally in the greater Springfield area. Topics will include prejudice, discrimination, stereotypes, assimilation, cultural pluralism, imperialism, and theoretical perspectives of race and ethnic relations.

### **SOCL-900 — DIRECTED STUDY IN SOCIOLOGY/ANTHROPOLOGY**

**Variable credits**

Semester hour credit will vary from one to three, depending upon the approved student-professor contract.

# Sonography

## **DMDS-100 — SONOGRAPHIC PHYSICS AND INSTRUMENTATION 1**

**3 credits**

Presents theoretical and practical aspects of ultrasound physics and instrumentation, including characteristics and properties of sound energy and the manner in which ultrasound is used in imaging. The physical principles examined will include wave forms, propagation, velocity, wave length, acoustic impedance, reflection, refraction, other types of interaction with tissue, and imaging systems. Considered as a pivotal course in which the student learns to integrate knowledge of physics with instrumentation theory and applications. Understanding the production and actual creation of high quality diagnostic images will be stressed. **PREREQUISITE:** Acceptance into DMDS; **CO-REQUISITE:** A college-level math course of 3 credits or more, DMDS-100L

## **DMDS-200 — SONOGRAPHIC PHYSICS AND INSTRUMENTATION 2**

**3 credits**

A continuation of DMDS-100 presenting theoretical and practical aspects of ultrasound physics and instrumentation, including advanced signal processing, complex instrumentation, recording devices, biologic effects, basic hemodynamics, basic Doppler principles, and quality control methods. **PREREQUISITE:** DMDS-100; **CO-REQUISITE:** DMDS-200L

## **DMDS-202 — INTRO. TO SONOGRAPHIC PROCEDURES (8 weeks)**

**2 credits**

An introduction to sonographic imaging in abdominal and ob/gyn specialties. Emphasis will be placed on developing a strategy of examination based on recognition of normal and pathologic states, data from other imaging modalities, laboratory findings, patient history, and other information as appropriate. **PREREQUISITE:** DMDS-200.

## **DMDS-203 — CLINICAL PRACTICUM 1 (8 weeks)**

**2 credits**

A clinical practicum designed to orient the student to common procedures in sonography, and to overall operation, policies, and basic patient care in the medical setting. **PREREQUISITE:** MAST-210; **CO-REQUISITE:** DMDS-202.

## **DMDS-206 — INTRODUCTION TO ECHOCARDIOGRAPHY PROCEDURES**

**2 credits**

This introduction is specific to cardiac sonographic imaging. Emphasis will be placed on Doppler ultrasound physics and instrumentation as a continuation of DMDS-200. In addition, understanding of examination basics, recognizing pertinent patient data and understanding of normal cardiac anatomy and physiology will be discussed. Four lecture hours. **PREREQUISITE:** DMDS-200

## **DMDS-210 — CLINICAL PRACTICUM IN ECHOCARDIOGRAPHY**

**2 credits**

Introductory Clinical Practicum designed to orient the student to common procedures in cardiac Sonography and to overall operation, policies and basic patient care in the medical setting. Instrument controls will be introduced. **PREREQUISITE:** DMDS-200, Sixteen clinical hours. **CO-REQUISITE:** DMDS-206

## **DMDS-300 — OB/GYN PROCEDURES 2**

**3 credits**

A continuation of DMDS-202 Introduction to Sonographic Procedures. **PREREQUISITE:** DMDS-202; **CONCURRENT:** DMDS-301.

## **DMDS-301 — CLINICAL PRACTICUM 2**

**3 credits**

Application of classroom and laboratory study to sonographic examination in the specialties of abdomen and ob/gyn. **PREREQUISITE:** DMDS-203; **CONCURRENT:** DMDS-300.

## **DMDS-310 — ABDOMINAL SONOGRAPHIC PROCEDURES 1**

**3 credits**

A continuation of Introduction. to Sonographic Procedures. Emphasis will be placed on the development of a strategy of examination based on the recognition of normal and pathological states in abdominal and small parts ultrasound imaging. The contribution of data from laboratory testing, clinical history, and other imaging modalities is explored. Guest lecturers from the local medical community and case presentations from the student's clinical sites are valuable components of this class. **PREREQUISITE:** Any student in a Diagnostic Medical Imaging program



(DMIS, DMIR, DMIN) currently taking a clinical practicum course. Required for Sonography students.

#### **DMDS-315 — ECHOCARDIOGRAPHY PROCEDURES**

**4 credits**

A continuation of DMDS 206. Emphasis will be on understanding normal cardiac function and flow patterns. In addition, the use of quantitative principles applied to cardiac sonographic images and flow data will be discussed. Four lecture hours. PREREQUISITE: DMDS-206, CO-REQUISITE: DMDS-320

#### **DMDS-320 — CLINICAL PRACTICUM IN ECHOCARDIOGRAPHY 2**

**3 credits**

This clinical is an integration of the classroom and laboratory study to cardiac sonographic examinations. Emphasis will be on the instrument controls to optimize quality as well performing linear, areas and circumference and other related measurements from sonographic images or data. Twenty-four clinical hours. PREREQUISITE: DMDS-320, CO-REQUISITE: DMDS-315

#### **DMDS-400 — OB/GYN PROCEDURES 3**

**3 credits**

A continuation of DMDS-300 Ob/Gyn Procedures 2 study of sonography imaging in abdominal and OB/GYN specialties, with the addition of exposure to general vascular examination. Emphasis will be placed on developing a strategy of examination based on recognition of normal and pathological states, data from other imaging modalities, laboratory findings, patient history and other information as appropriate. PREREQUISITE: DMDS-300; CONCURRENT: DMDS-401.

#### **DMDS-401 — CLINICAL PRACTICUM 3**

**3 credits**

Application of classroom and laboratory study to examination in the specialties of abdomen, and OB/GYN. PREREQUISITE: DMDS-301; CONCURRENT: DMDS-400.

#### **DMDS-402 — ADVANCED SONOGRAPHIC PROCEDURES (8 weeks)**

**2 credits**

A comprehensive review of the specialties of abdomen, OB/GYN, and vascular sonography. PREREQUISITE: DMDS-400; CONCURRENT: DMDS-403.

#### **DMDS-403 — CLINICAL PRACTICUM 4 (8 weeks)**

**2 credits**

A comprehensive experience requiring application of all prior theoretical and practical knowledge/skills to the clinical setting. PREREQUISITE: DMDS-401; CONCURRENT: DMDS-402.

#### **DMDS-405 — ABDOMINAL SONOGRAPHIC PROCEDURES 2**

**3 credits**

A continuation of DMDS-310. Emphasis will be placed on the development of a strategy of examination based on the recognition of normal and pathological states in abdominal and small parts ultrasound imaging. The contribution of data from laboratory testing, clinical history, and other imaging modalities is explored. PREREQUISITE: DMDS-310; CO-REQUISITE: DMDS-400.

#### **DMDS-415 — ECHOCARDIOGRAPHY PROCEDURES 2**

**4 credits**

A continuation of DMDS 315. Emphasis will be on understanding cardiac pathology, pathophysiology and hemodynamics of different types of cardiac disease. In addition, the use of quantitative principles applied to cardiac sonographic images and flow data as well as echocardiography and doppler patterns of cardiac disease states will be discussed. Four lecture hours. PREREQUISITE: DMDS-315, CO-REQUISITE: DMDS-421

#### **DMDS-421 — CLINICAL PRACTICUM IN ECHOCARDIOGRAPHY 3**

**3 credits**

A continuation of the DMDS 320 Clinical Practicum Echocardiography 2. Emphasis of this clinical experience will be on performing cardiac sonography examinations and recognition of abnormal images. Twenty-four clinical hours. PREREQUISITE: DMDS-320

**DMDS-425 — ADVANCED ECHOCARDIOGRAPHY PROCEDURES****2 credits**

A continuation of DMDS 315. Emphasis will be on understanding cardiac pathology, pathophysiology and hemodynamics of different types of cardiac disease. In addition, the use of quantitative principles applied to cardiac sonographic images and flow data as well as echocardiography and doppler patterns of cardiac disease states will be discussed. Four lecture hours. PREREQUISITE: DMDS-415, CO-REQUISITE: DMDS-430

**DMDS-430 — CLINICAL PRACTICUM IN ECHOCARDIOGRAPHY****2 credits**

A continuation of DMDS 315. Emphasis will be on understanding cardiac pathology, pathophysiology and hemodynamics of different types of cardiac disease. In addition, the use of quantitative principles applied to cardiac sonographic images and flow data as well as echocardiography and doppler patterns of cardiac disease states will be discussed. Twenty-four clinical hours. PREREQUISITE: DMDS-415, CO-REQUISITE: DMDS-425

## Spanish

**SPAN-121 — ELEMENTARY SPANISH 1****3 credits**

This course introduces the student to the basic grammatical structure of the Spanish language, with emphasis on pronunciation and Latin American culture. Intense oral drills review vocabulary used in real life situations and cultural themes connected with the Hispanic world. A contrast between English and Spanish and the use of cognates Increases comprehension and vocabulary. PREREQUISITE: Placement at ENGL-100 or its equivalent, or permission of instructor.

**SPAN-122 — CONVERSATIONAL SPANISH****3 credits**

The focus of this course is on speaking and understanding the contemporary idiomatic patterns of the native speaker. Special attention is given to pronunciation and simple conversational patterns. Contemporary themes are emphasized, giving police, fire, and medical personnel, as well as other interested groups, the ability to express themselves in Spanish. PREREQUISITE: SPAN-121

Offered evenings only

**SPAN-123 — CONVERSATIONAL SPANISH FOR MEDICAL PERSONNEL 3 credits**

The focus of this course is on phrases and conversational phrases that will be useful for medical and emergency personnel. This course will assist medical personnel, police, fire, and other emergency personnel, in speaking and understanding Spanish phrases in certain situations. Simple conversational patterns and pronunciations that will assist medical and emergency personnel to understand and converse with Spanish-speaking persons will be emphasized.

**SPAN-221 — ELEMENTARY SPANISH 2****3 credits**

This is a continuation of Elementary Spanish 1, with emphasis on the four basic skills necessary for the mastery of a foreign language: listening, speaking, reading, and writing. More sophisticated grammatical and linguistic concepts are introduced and discussed, using the Spanish language as a tool for communication. Students gain knowledge of the contemporary thought of Hispanics in the United States and in the Hispanic world. Intense oral drills and practical vocabulary. PREREQUISITE: Successful completion of SPAN-121 with minimum grade of C, its equivalent at another college, one year of high school Spanish and/or placement at SPAN-221, or permission of instructor.

**SPAN-321 — INTERMEDIATE SPANISH 1****3 credits**

A review of grammar will be given in this course; oral drills and conversation receive special attention. The reading skills and basic writing are further developed. Spanish culture is emphasized. PREREQUISITE: Successful completion of SPAN-221 with minimum grade of C, its equivalent at another college, one year of high school Spanish and/or placement at SPAN-321, or permission of instructor.

**SPAN-421 — INTERMEDIATE SPANISH 2****3 credits**

A continuation of Intermediate Spanish 1. Further study of more complex grammar formation and verb tenses is covered in this course. Students will be expected to read more advanced selections and be prepared to discuss them in greater detail and complexity. Students will be

expected to write more lengthy and complex essays, compositions, and reports using the new grammar learned in the class. Classes are conducted in Spanish. **PREREQUISITE:** Successful completion of SPAN-321 with a grade of C or higher, its equivalent at another college or university, three years of high school Spanish and/or placement at SPAN-421, or permission of instructor.

## Sports and Entertainment Management

Students must place into DRDG-092 (reading) or higher and ALGB-081 or ALGB-087 or higher, or be exempt, to be permitted to enroll in any business course. Being enrolled in DWRT-099 (Review for College Writing) does not change this requirement.

### **SEMT-105 — BASIC PRINCIPLES OF COACHING**

**3 credits**

Students will learn how to plan, organize, and implement coaching actions to improve individual and team performance. Major topics covered include: coaching philosophy and style, establishing individual and team goals, communicating, giving feedback, discipline, motivation, and building an effective team.

### **SEMT-201 — COACHING SOCCER**

**1 credit**

This course will give students hands-on knowledge on how to teach and coach soccer. Much of the course will be devoted to developing lesson plans for practice sessions, and teaching specific skills. **PREREQUISITE:** SEMT-105

### **SEMT-202 — COACHING BASKETBALL**

**1 credit**

This course will give students hands-on knowledge on how to teach and coach basketball. Much of the course will be devoted to developing lesson plans for practice sessions, and teaching specific skills. **PREREQUISITE:** SEMT-105

### **SEMT-203 — COACHING WRESTLING**

**1 credit**

This course will give students hands-on knowledge on how to teach and coach wrestling. Much of the course will be devoted to developing lesson plans for practice sessions, and teaching specific skills. **PREREQUISITE:** SEMT-105

### **SEMT-204 — COACHING TENNIS**

**1 credit**

This course will give students hands-on knowledge on how to teach and coach tennis. Much of the course will be devoted to developing lesson plans for practice sessions, and teaching specific skills. **PREREQUISITE:** SEMT-105

### **SEMT-205 — COACHING HOCKEY**

**1 credit**

This course will give students hands-on knowledge on how to teach and coach hockey. Much of the course will be devoted to developing lesson plans for practice sessions, and teaching specific skills. **PREREQUISITE:** SEMT-105

### **SEMT-206 — COACHING LACROSSE**

**1 credit**

This course will give students hands-on knowledge on how to teach and coach lacrosse. Much of the course will be devoted to developing lesson plans for practice sessions, and teaching specific skills. **PREREQUISITE:** SEMT-105

### **SEMT-207 — COACHING BASEBALL**

**1 credit**

This course will give students hands-on knowledge on how to teach and coach baseball. Much of the course will be devoted to developing lesson plans for practice sessions, and teaching specific skills. **PREREQUISITE:** SEMT-105

### **SEMT-208 — COACHING SOFTBALL**

**1 credit**

This course will give students hands-on knowledge on how to teach and coach softball. Much of the course will be devoted to developing lesson plans for practice sessions, and teaching specific skills. **PREREQUISITE:** SEMT-105



**SEMT-209 — COACHING GOLF****1 credit**

This course will give students hands-on knowledge on how to teach and coach golf. Much of the course will be devoted to developing lesson plans for practice sessions, and teaching specific skills. **PREREQUISITE:** SEMT-105

**SEMT-305 — ADVANCED PRINCIPLES OF COACHING****3 credits**

Students will learn about recruiting players, assessing talent, values and team culture, ethical behavior, legal liabilities, factors influencing peak performance, group dynamics, team conflict, team development, leading change, and the psychological factors that have an impact on the coach, athlete, and team. **PREREQUISITE:** SEMT-105

**SEMT-310 — CONDITIONING AND PREVENTING INJURIES****3 credits**

Students will learn about the basic types of sports injuries and the actions coaches can take to prevent injuries from occurring. In addition, students will discuss the process of evaluating injuries and referring the injured athlete to the appropriate person. Other topics covered include nutrition, legal liabilities, and handling emergencies. **PREREQUISITE:** SEMT-105

**SEMT-490 — SPORTS AND ENTERTAINMENT MGMT/INTERNSHIP****6 credits**

Interns will be assigned to a specific supervisor/mentor at relevant organizations with the goal of obtaining on the job training. Students will be evaluated by the mentor organization and the professor, based on predetermined goals and objectives as assigned on a case by case basis. **PREREQUISITE:** SEMT-310

## Student Development

**FRES-099 — FRESHMAN SEMINAR**

This is a developmental course. Credit for this course will not be counted toward fulfilling graduation requirements at STCC.

**FRES-126 — STUDY SKILLS SEMINAR — MODULE 1****1 credit**

This module covers self-assessment, study habits and skills, time management and planning, scholastic motivation, learning styles, note-taking, thinking skills, and institutional resources at STCC. Restricted to Verizon Next Step program students.

**FRES-160 — COLLEGE SUCCESS SEMINAR****3 credits**

In this seminar the student explores the purposes of higher education and his/her potential role as a participant in college and other learning environments. The student studies the concepts, theories, and techniques of time management, note taking, comprehension of academic materials, test taking, and written and oral presentations. Individual and group learning experiences increase the student's knowledge of campus and community resources, ability to engage in critical thinking, and proficiency in communication. Emphasizing academic and personal development, the seminar encourages the student to develop individual responsibility for lifelong learning. **PREREQUISITE:** None

## Surgical Technology

**SURG-104 — INTRODUCTION TO SURGICAL TECHNOLOGY****6 credits**

An introduction to surgical technology focusing on selected aspects in the development of surgical technology as a technical profession, concepts of patient care, legal and ethical responsibilities, and team members in surgery. Knowledge and skill common to patient care and surgical procedures: asepsis, the environment, sterilization and processing of goods, universal precautions, scrubbing, gowning and gloving, classification and recognition of instruments and supplies are presented in lecture and in the STCC operating room. Surgical terminology is included. Lecture four hours, lab four hours on campus in the STCC operating room and at

hospitals. PREREQUISITE: admission to the Surgical Technology program; all health, technical standards, and CORI completed. CO-REQUISITE: SURG-104L, BIOL-132.

## **SURG-204 — PRINCIPLES AND PRACTICES OF SURGICAL TECHNOLOGY**

**4 credits**

Content common to surgical procedures is presented in this course, which builds on SURG-104 and focuses on such topics as occupational safety, methods of hemostasis, care and handling of specimens, incisions, wound closure, drains, dressing, needles, suture materials, endoscopic surgery, anesthesia, and complications of surgery. Selected surgical procedures are included as prototypes to explain content. Safe handling of instruments, and additional instruments and supplies are included. PREREQUISITES: SURG-103, BIOL-132; CO-REQUISITE: SURG-205.

## **SURG-207 — PRACTICES COMMON TO SURGICAL PROCEDURES**

**2 credits**

This laboratory course takes place in the operating room on the STCC campus. Hands-on experiences in planning for, setting up, carrying out, and breaking down a case, and preparing and handling supplies and instruments common to most surgical procedures are the focus of this course. The class meets four hours a week for 15 weeks. The content from SURG-104 and SURG-204 is integrated into this experience. PREREQUISITES: SURG-104, BIOL-132; CO-REQUISITES: SURG-204, SURG-208.

## **SURG-208 — CLINICAL PRACTICE IN SURGERY**

**2 credits**

This clinical rotation in a hospital provides the first opportunity for the student to "scrub" on surgical operations and work with specialized supplies and equipment. Knowledge and skills from SURG-104 and SURG-204 are applied. Students will be participating in setting up, carrying out, and breaking down a surgical case, and will experience the environment of the work and team members. Planned clinical conference will provide time for exposure to biotechnology and specialized instruments and discussion of the experience. Offered 8 hours a week for 15 weeks. Saturdays may be used. Clinical starts at 6:45 a.m. PREREQUISITE: SURG-104; CO-REQUISITES: SURG-204, SURG-207, BIOL-232.

## **SURG-306 — HEALTH PROBLEMS AND SURGICAL SPECIALTIES 1**

**4 credits**

Regional anatomy, common health problems, patient care considerations, anesthesia, surgical procedures, specialty instruments, supplies and interoperative complications form the organization of this course. Selected surgical specialties are presented, for example: surgery of the abdomen, urogenital, operative obstetrics/gynecological, cancer, and others. Surgical terminology, pharmacology, and safe handling of drugs on the operative field are included. PREREQUISITES: SURG-206, BIOL-232, BIOL121. CO-REQUISITE: SURG-307.

## **SURG-307 — CLINICAL PRACTICE IN SURGERY 2**

**5 credits**

Clinical experience in surgery with exposure to the overall operation, policies, and procedures of practice. The student is immersed in the work for the first scrub and assisting circulator in an operating room. Application of previous courses, STCC operating room laboratory experience, and rotations in surgical specialties will provide an opportunity for skill acquisition, safe practice, and the development of professional behaviors. With repeated experiences, students will demonstrate the ability to recall sequence in planning for, setting up, carrying out, and breaking down a surgical procedure, as well as working with specialized tools (biotechnology.) Clinical conferences provide an opportunity for students to discuss their experiences. Lab hours are 20 hours per week for 15 weeks. PREREQUISITES: Completion of semesters 1 and 2 and summer session, all health requirements; CO-REQUISITES: SURG-306, SURG-308, SURG-309.

## **SURG-308 — PHARMACOLOGY AND PATHOLOGY**

**2 credits**

This course will provide students with a foundation in pharmacology and pathology. This will prepare the student to safely and appropriately prepare and manage operating room medications, solutions, and specimens. This lecture class meets two hours per week for 15 weeks. The content from SURG-104 and SURG-204 is integrated into this course. PREREQUISITES: Completion of semesters 1 and 2 and summer session; CO-REQUISITES: SURG-306, SURG-307.



**SURG-309 — ROLE OF THE SURGICAL TECHNOLOGIST 1****1 credit**

This course will provide students with a knowledge and understanding of the unique organization behavior in the operating room. Classes will consist of lecture, group discussion, and role play. This class meets one hour per week for 15 weeks. The experiences from SURG-104, SURG-207, and SURG-306 will be incorporated into this course. **PREREQUISITES:** SURG-204, SURG-207, SURG-208, BIOL-121, BIOL-232; **CO-REQUISITES:** SURG-306, SURG-307, SURG-308.

**SURG-403 — ROLE OF THE SURGICAL TECHNOLOGIST 2****2 credits**

Leadership aspects of the surgical technologist as a technical professional are the capstone experience of the program. State-of-the-art issues in health care and in clinical practice; emerging into the work world; career opportunities; career seeking and achieving strategies are discussed. Certification, registration, licensure are selected topics also. Students prepare and present a clinical paper. **PREREQUISITE:** Completion of semesters 1-3. May be taken in last semester only.

**SURG-408 — HEALTH PROBLEMS AND SURGICAL SPECIALTIES 2****4 credits**

A continuation of SURG-306/307 with additional surgical specialties presented, for example: neurology, pediatrics, trauma, transplant, eye, cardiac surgery, and others. Students will be expected to transfer and build on previous content and experiences. **PREREQUISITE:** all 100, 200, and 300 courses with the exception of CMPA-103 or general elective. **CO-REQUISITE:** SURG-409.

**SURG-409 — CLINICAL PRACTICE IN SURGERY 3****6 credits**

A continuation of SURG-307. With clinical experience in surgical specialties planned to expose the student to the overall policies and procedures of a hospital operating room. This final semester experience builds on previous knowledge and skills for skill acquisition, safe practice, and the development of professional behaviors. During this experience, the students will serve in various roles as first scrub, selected first assistant, and will practice as a technical professional. Clinical conferences will provide opportunity to discuss this experience. Clinical hours 24/week, starting at 6:45 a.m. **PREREQUISITES:** SURG-306, SURG-307; **CO-REQUISITE:** SURG-408.

## Telecommunications Technology

**TCOM-120 — A+ PART I****3 credits**

This course covers content related to the CompTIA + Essentials exam. Students are provided with the basic skills to properly install, build, upgrade, repair, configure, troubleshoot, optimize, and diagnose problems with PC hardware and operating systems. Extensive demonstrations and videos provided the illustration and guidance to help students' master hardware and software skills even without access to actual computers.

**TCOM-140 — ELECTRICAL CIRCUIT THEORY****5 credits**

This course serves as an introduction to the theory of DC and AC electrical circuits. Students learn the fundamental concepts of voltage, current, resistance, and power and energy, and the relationship between them. Methods of circuit analysis using Ohm's law, Kirchoff's laws, and network theorems are studied. Concepts of AC, capacitance and inductance are presented. Impedance, R-L-C circuits, impedance networks, and transformers are introduced. The understanding of circuit theory is reinforced by performance of laboratory activities and the extensive use of computer software for circuit analysis and simulation. **CO-REQUISITE:** MATH-132

**TCOM-150 — INTRODUCTION TO TELECOMMUNICATIONS****1 credit**

This course is an introduction to the fundamental concepts of telecommunications. The existing tuned voice network is explored and defined with existing limitations. Next, the concept of transmitting data on the existing voice network and limitations are explained. Broadband methods, ADSL, and cable modem are then described and contrasted to data transmission over the tuned voice network. Finally, local area networks and wide area networks are introduced and discussed. One hour lecture. **PREREQUISITES:** ESET-111, ESET-141, ESET-145.

**TCOM-210 — INTRO. TO TELECOMMUNICATION NETWORKS****3 credits**

This course is an introduction to the basic concepts of telecommunications. A brief history of the telecommunications industry will be followed by a description of present public and private



telecommunications networks. Concepts of analog and digital signals, frequency spectra, bandwidth, modulation and multiplexing techniques will be explored. Next, the hardware of a telecommunications system will be introduced; coverage includes transmission and reception technology, switching systems and transmission media. The laboratory portion of the course will allow students to verify concepts introduced in class. PREREQUISITE: ESET-141, ESET-145, ESET-111; CO-REQUISITE: TCOM-210L.

#### **TCOM-220 — A+ PART II**

**4 credits**

This course covers content related to the CompTIA A+ 220-602 exam. Students are provided with knowledge of basic computer hardware and operating systems, including installation, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing and preventive maintenance, with additional elements of security and soft skills. The course is targeted for individuals who work or intend to work in a mobile or corporate technical environment. PREREQUISITE: TCOM-120 or equivalent.

#### **TCOM-235 — INTRODUCTION TO TCP/IP**

**4 credits**

The course presents an introduction to TCP/IP along with advanced topics. This course requires knowledge of the networking fundamentals (such as protocols, network design and implementation, and troubleshooting and support) covered in the Introductory Networking Course. COREQUISITE: TCOM-240

#### **TCOM-240 — NETWORK PLUS**

**3 credits**

This course presents current coverage of networking hardware and software along with the skills necessary to succeed in the field of networking. This course is introductory, with thorough explanations of networking fundamentals such as protocols, network design and implementation, and troubleshooting and support. The course will also prepare student for CompTIA's most recently revised 2005 Network+ certification exam and will also offer mapping features to the exam objectives. PREREQUISITE: TCOM-120

#### **TCOM-310 — TELECOMMUNICATIONS 1**

**4 credits**

An introduction to the techniques, principles, and terminology of voice telecommunications will be presented. Public and private telecommunication networks will be examined. Telecommunication equipment, switching, and transmission technology will be demonstrated. The frequency spectrum, modulation schemes, and multiplexing techniques will be explored. Lectures, interactive learning, and demonstrations will be employed. Lab exercises will be required. PREREQUISITE: ESET-140 or permission of instructor.

#### **TCOM-315 — PHYSICAL LAYER TRANSMISSION**

**4 credits**

This course consists of a study of the physical layer, the hardware and transmission media used for the transmission of digital data and multimedia information, of high speed data transmission systems. After a short review of the seven-layer OSI model, the student is introduced to the basic components of a telecommunications system through a block diagram model. Then the fundamental concepts of signals, noise, bandwidth, and channel are introduced. Telecommunications sub-systems which are peculiar to the physical layer are covered with emphasis given to their effect on data transmission rate. The Concept of signal modulation is now discussed with emphasis given to the most important legacy and present day systems with emphasis given to modern digital modulation schemes like OFDM that are used to obtain high data transmission rates. The theory of operation behind each system. The practical implementation and the relative merits of each are presented. The course concludes with a discussion of modem physical layer multiplexing and assess techniques and an introduction to the transmission of signals via EM propagation, wireline transmission line and fiber-optic telecommunications systems. Overviews of present day telecomm networks: Cable, DSL and FIOS are presented. The lab portion of the course will provide hands-experience with many of the topics discussed in the lecture. PREREQUISITES: Senior standing in TCOM or instructor permission. COREQUISITE: TCOM-315L

#### **TCOM-320 — TELECOMMUNICATIONS 2**

**4 credits**

An introduction to the techniques, principles, and terminology of data communications will be presented. Public and private networks will be examined. Data communication equipment, multiplexing, and transmission technology will be demonstrated. Lectures, interactive learning, and

demonstrations will be employed. Lab exercises will be required. PREREQUISITE: TCOM-310 or permission of instructor.

#### **TCOM-330 — TELECOMMUNICATIONS ELECTRONICS**

**4 credits**

This course presents material about the basic theory and operation of analog electronic devices used in the telecommunications industry. Topics covered include diodes, power supplies, BJT and FET transistors, biasing techniques, and operational amplifiers. Applications of the Op-Amps and other linear integrated circuits (ICs) are introduced with coverage of amplifiers, waveform generators, active filters, voltage regulators and signal converters. The laboratory portion of the course gives the student experience with the construction, simulation, and testing of analog electronics systems. Three hours lecture. PREREQUISITE: ESET-141, ESET-145; CO-REQUISITE: TCOM-330L

#### **TCOM-335 — CCNA I**

**4 credits**

This course is designed to train students in the organization, architecture, setup, hardware and software aspects of interconnecting local area networks (LANs) and wide area networks (WANs). Topics include: the OSI model, network devices. TCP/IP, IP addressing router and IOS basics, router startup and configuration and routing protocols. A hands-on approach using the Cisco IOS will be taken, with team projects throughout. PREREQUISITE: TCOM-240 and TCOM-235.

#### **TCOM-360 — WIRELESS COMMUNICATIONS**

**4 credits**

This course introduces the student to mobile and wireless communications networks. Introductory topics peculiar to the wireless channel included within the course are: the fundamentals of wireless communications systems, wireless sub-systems, wireless digital modulation techniques, and an overview of transmission lines, EM propagation, and antennas. Starting with a short history of modern wireless services, course emphasis quickly shifts to present day wireless technology. The two major areas of course coverage are cellular systems and the IEEE wireless technologies. Topics covered from the cellular world include: GSM and CDMA systems, their 3G implementations, and an introduction to proposed 4G systems. Topics covered from the IEEE technologies world include: wireless LANs (802.11), PANs (802.15), WANs (802.16), RANs (802.22), and proposed future wireless systems. Also covered in this course will be issues of WLAN security network setup and configuration, and network management. The lab portion of the course will allow the student to gain experience with wireless networking technology. Three hours lecture. PREREQUISITE: Senior standing in ICOM or instructor permission; COREQUISITE: ESET-360L

#### **TCOM-410 — TELECOMMUNICATIONS 3**

**4 credits**

An introduction to the technology and terminology of local area networks (LANs) will be presented. The topologies, transmission media, network interfaces, and access methods will be examined. Shared resources and interconnecting of LANs will be explored. Lectures, interactive learning, and demonstrations will be employed. Lab exercises will be required. PREREQUISITE: TCOM-320 or permission of instructor.

#### **TCOM-415 — VIDEO COMMUNICATIONS**

**4 credits**

This course and lab will serve as an introduction to the transport of video signals over communications networks. The convergence of voice, video and data over today's vast communications networks has led to a variety of new technologies, especially in the video area. The course will begin with an introduction to video and television, exploring the variety of transport methods and technologies used. The practical aspects of video over IP will then be investigated, including transport methods, compression techniques, streaming and multicasting. Also discussed will be IP Video, file transfer, security and network administration issues. PREREQUISITE: Senior standing or permission of instructor

**TCOM-420 — TELECOMMUNICATIONS 4****4 credits**

A survey of current and emerging technologies in telecommunications will be presented. Lectures, interactive learning, demonstrations, and site visits will be employed. Lab exercises will be required. PREREQUISITE: TCOM-410 or permission of instructor.

**TCOM-430 — LIGHTWAVE COMMUNICATION****4 credits**

This course will introduce the student to photonics and the fundamentals of fiber optic networks. Topic coverage will include laser diodes, photodiodes and phototransistors, driver and detector circuitry, and RF modulators. Additionally, optical communications systems will be examined in detail. Detection techniques, power measurement, wave length division multiplexing (WDM) systems, and design considerations for fiber systems will be discussed. The laboratory portion of the course will allow the student to gain experience with the construction and testing of fiber optic networks. PREREQUISITE: Senior standing or permission of instructor.

**TCOM-435 — CCNA II****4 credits**

This course is designed to further train students in the organization, architecture, setup, hardware and software aspects of interconnecting local area networks (LANs) and wide area networks (WANs). Topics include: advanced routing protocols, network services, access lists, PPP and frame relay, basic switching and switch configuration, advanced switching concepts and security. A hands-on approach using the Cisco IOS will be taken, with team projects throughout. Prerequisite: TCOM-335

**TCOM-450 — VOICE OVER IP (VOIP)****4 credits**

This course and lab will serve as an introduction to the transport of voice signals over communications networks using VoIP. The convergence of voice, video and data over today's vast communications networks has led the rapid growth of this technology. Introductory topics include an explanation of why VoIP is necessary and how it has developed. Further developed topics include VoIP packet construction and configuration, real-time transport, VoIP Protocol Suite Model, Codec's, Session Initiation Protocol (SIP) servers, private and public services, security and quality of service. Simple VoIP networks will be investigated in the laboratory. PREREQUISITE: Senior Standing

## Teleproduction & Multimedia Technology

See Digital Media Production

## World Languages

See Arabic, Chinese, French, Italian, Spanish



## Admissions, Financial, Academic, and Student Services Information



Migdalia Pinto, '08, graduated from STCC's General Studies/Pre-Health program, was already a medical assistant, and now is in our Nursing program. Her motivation for a health career was to help her father, who is battling diabetes. Undoubtedly her two young children will follow in her educational footsteps. Migdalia's warmth and compassion will help many more patients in our region.

# Admissions Information

## ADMISSION

STCC encourages applications without regard to race, color, national origin, age, gender, religion, disability, or sexual orientation. Admission to the College requires a high school diploma or its equivalent. A student who does not have a high school diploma or equivalent may be admitted only with non-degree status, and will be ineligible for financial aid. (See Ability-to-Benefit Policy for further information.)

A high school equivalency diploma (General Education Development Test-GED) may be earned by passing tests administered by the College several times each year. Further information about the tests may be obtained from the Testing and Assessment Center.

*Students are advised to carefully study special requirements that are established by the program into which they seek admission.* Some programs of the College require specific minimum scores to be achieved by the applicant on the Scholastic Aptitude Test (SAT1) of the College Entrance Examination Board.

## HOME SCHOOLING POLICY

All home-schooled students without a high school diploma or GED are eligible to apply for admission to a degree or certificate program provided they have successfully completed an approved home school program in accordance with Massachusetts General Laws, or the laws of their home state. If a home-schooled student has not completed an approved home school program, then the student will not be eligible to enroll in a degree or certificate program until he or she has taken and passed a federally-approved Ability to Benefit test.

## ABILITY-TO-BENEFIT POLICY

Students who have not completed a high school diploma or GED (any equivalency as determined by the Mass. Department of Education) may still apply for admission to STCC, provided they are at least 16 years of age. Applicants to a degree or certificate program will be required to undergo an Ability-to-Benefit assessment test and achieve the minimum score, as established by the U.S. Department of Education. Applicants to degree or certificate programs must also meet any minimum prerequisites for admission specific to a particular program.

## APPLICATION PROCEDURE

Students may obtain an application by calling or writing to the Admissions Office. They may also apply online at [www.stcc.edu](http://www.stcc.edu). Students attending area high schools may ask their guidance departments for an application form. Applications should be filled out completely and returned to the STCC Cashier's Office as soon as possible. There is a non-refundable application fee of \$10 for in-state students or \$35 for out-of-state or foreign students in check or money order payable to STCC. This required fee goes to the Commonwealth. It is each applicant's responsibility to ensure that an official transcript of his/her high school grades is sent to the Admissions Office.

Any student who has been away from STCC for seven years or more must re-submit transcripts and other credentials.

STCC maintains an open-door admission policy. Applicants should have their applications on file as early as possible, preferably before January 31 for the subsequent academic year. Applications received after January will be processed, and acceptance to desired programs will be based on available space.

In addition, official transcripts from all colleges previously attended must be submitted to the College. Applications cannot be processed until all transcripts, and SAT1 scores if required, are received.

Although interviews are not required, applicants are encouraged to seek help with career choices by exploring various programs with the counselors and staff. Interviews and tours may be arranged by phoning or by writing the Admissions Office for an appointment.

### **OUT-OF-STATE AND INTERNATIONAL STUDENT INFORMATION**

Non-United States residents must have their applications completed before June 1 for enrollment in the fall semester and Nov. 1 for enrollment in the spring semester.

Students may be required to take the Test of English as a Foreign Language (TOEFL) if English is not the primary language spoken in their country.

### **PLACEMENT TESTING**

As part of the admission process, incoming students are required to take placement tests in English, mathematics, reading, and keyboarding. Since the test results are used to advise and schedule students into the appropriate course levels, the tests must be taken before registering for classes. If a student who has been accepted into a degree or certificate program scores below college level on the STCC placement tests, he or she must enroll in developmental courses. This will usually lengthen the time necessary to complete the desired program.

### **TRANSFER INTO STCC**

Applicants who have had previous college experience must submit all college transcripts whether or not they are seeking transfer credit. In order to meet the residency requirements, a minimum of 15 credits required in the degree program must be taken at STCC to receive a degree. A second degree and/or certificate earned at the college also requires 15 separate and distinct credits in residency. The remainder may be taken at other institutions. Only courses in which the student has received a "C" grade or better and which are similar in content to those required in the student's program at STCC will be considered. For most general education courses there is no limit to the time elapsed between when the course was taken and when it is transferred to STCC. Technical and/or science courses may have specific time limits assigned.

### **INTRA-COLLEGE TRANSFER**

Students wishing to change their program or department should obtain an Intra-College Transfer application from the Admissions Office. Consultation with the faculty advisor, an admissions counselor, or the career counselor is recommended to ensure that prerequisites for admission to the new program have been satisfied, before submitting the application to the Admissions Office. The application should be submitted to Admissions by December 31 for the following fall term.

### **RE-ADMISSION**

A student who has been dismissed for academic deficiencies may be readmitted by bringing his or her cumulative quality point average (QPA) to a minimum standard required by the College (See Academic Standing). A student who has attended summer or evening school and has raised the QPA to an acceptable level must complete an incoming student application.

### **FRESH START STATUS**

Intended to address the needs of students who have had serious academic difficulties, the Fresh Start policy allows students a one-time opportunity to have unsatisfactory grades removed from their official academic record. Only students returning to STCC in a degree or certificate program after a period of two or more years with a cumulative GPA of less than 2.0 are eligible to apply for Fresh Start. Students who have previously earned a certificate or degree from STCC will not be eligible for Fresh Start consideration.

Students must apply for Fresh Start status through the Admissions Office within 12 months of their return to the College. The Dean of Admissions will determine eligibility. If approved, all previous unsatisfactory grades (and associated credits) will be excluded from the student's official transcript from that point forward. Previous courses (including



developmental courses) in which a grade of C or better was earned will remain on the student's official transcript. Such courses will be indicated with a grade of TS on the student's transcript, and will not be calculated into the student's QPA, but may be used to meet prerequisite and curricular requirements.

Fresh Start status does not apply to financial aid eligibility. Financial aid recipients must be making satisfactory progress towards their degree or certificate, and their complete academic history will be reviewed when determining eligibility for aid. Likewise, outstanding financial obligations incurred by the student prior to his/her Fresh Start approval remain the responsibility of the student.

### **CLEP AND CHALLENGE EXAMINATIONS—ADVANCED PLACEMENT**

The College may award up to 45 credits to persons who successfully complete examinations in specific subject areas given at the College under the aegis of the College Level Examination Program (CLEP), or a series of Challenge Exams developed by the College.

The CLEP subject examinations cover a wide range of disciplines and allow applicants to demonstrate proficiency in areas where they have acquired knowledge through non-traditional learning situations. Credits earned through CLEP examinations allow the College to waive introductory courses which the student would normally be required to take. CLEP credits will be awarded by STCC only if the student is currently registered in a degree or certificate program at STCC.

The College has produced challenge examinations in subject-matter areas not found in the CLEP battery so that people who wish to demonstrate competence in specialized areas may do so. Students who feel that they possess above average competence in a subject area should not hesitate to consult the Testing Coordinator at 755-4709 for further information, consultation and testing. CLEP and Challenge credits cannot be used to replace or improve a grade already on a student's transcript. Only students enrolled in degree or certificate programs at STCC are eligible to take Challenge Exams.

High scores on the Advanced Placement Examination of the College Entrance Examination Board will be evaluated by Admissions, and may allow the student applicant to be exempted from certain courses.

### **IMMUNIZATION LAW**

Chapter 76, section 15C of the General Laws of the Commonwealth of Massachusetts requires that ALL COLLEGE STUDENTS TAKING 12 CREDITS OR MORE, ALL STUDENTS IN A HEALTH FIELD, AND ALL STUDENTS ON A VISA must present a medical certificate indicating that they are immune to measles, mumps, rubella, tetanus, and hepatitis B in order to register for classes.

Any combination of three or more doses of DPT, DT, Td, is acceptable provided the last dose was administered within ten years. If not previously immunized, three doses are required. The time interval between the first and second doses is two months, with a third dose a year later.

Measles/Mumps/Rubella (MMR) vaccine is required if immunity is lacking for any one of these diseases. If vaccine is not given, a TITRE must be done to prove immunity. Documented proof of MMR must be after January 1, 1966 for Massachusetts students and after January 1, 1968 for non-Massachusetts students. Having had rubella, MMR, or mumps disease does not prove immunity. It is required that all entering full-time college students should have TWO doses of live measles vaccine or a repeat MMR, the first dose being after 12 months of age.

Three doses of hepatitis B vaccine or proof of immune titre is needed to fulfill the hepatitis B requirement.

All students in the School of Health, School of Nursing or Early Childhood Education must be immunized against varicella or show proof of immune titre.

In addition, students in Health are required to submit documentation of a current Tuberculin

# ADMISSIONS INFORMATION

Mantoux test. NOTE: If Mantoux test is (or has been) positive, a chest x-ray is required. Other tests may be required by clinical affiliations. All immunization requirements must be met for course ENTRY or continuation in any clinical component.

## MINIMUM PREREQUISITES FOR ADMISSION

Program	Math	Science	Other Academic Area	Additional Requirement	Degree or Certificate Awarded	License or Affiliation Possible
Automotive Technology					Degree	
Biotechnology	Alg. 2 & Trig	Bio. & Chem.** Physics		SAT I*	Degree	
Biotech Manufacturing					Cert. of Completion	
Business Administration					Degree	
Civil Engineering Tech.					Degree	
Option: Architect. Tech.					Degree	
Option: Construction Mgmt.					Degree	
Architect. Tech.					Cert. of Completion	
Construction Mgmt.					Cert. of Completion	
Clinical Lab. Science	Algebra 2	Bio. & Chem.**		SAT 1 -	Degree Cert. of Completion	Natl. registration
Clinical Lab Asst.					Degree	
Computer Information Tech.					Degree	
Option: Comp/IT Security					Degree	
Option: Micro. Spec.					Degree	
Option: Programmer					Degree	
Option: Web Program.					Cert. of Completion	
Micro. Specialist		CMPA-103***			Cert. of Completion	
Programmer		CMPA-103***			Cert. of Completion	
Web Program.		CMPA-103***			Cert. of Completion	
Computer Sys. Eng. Tech.					Degree	
Cosmetology		Reading DRDG-092***			Certificate	State license
Dental Assistant		Biology**	Typing		Certificate	ADAA Nat'l.Cert.
Dental Hygiene	Alg. 1, Geom. or Alg. 2	Bio. & Chem.*			Degree	ADA Nat'l. Bd. NERB, State lic.
Digital Media Production					Degree	
Option: Multimedia Technology						
Option: Teleproduction Technology						
Early Childhood Education					Degree	
Electrical Engineering Tech.					Degree Cert. of Completion	
Elec./Robotics						
Electronic Sys. Eng. Tech.					Degree	
Electron. Systems					Cert. of Completion	
Energy Systems Tech.					Degree	Cert., 2nd class lic.
Heat/Vent/Air					Cert. of Completion	
Eng. & Science Transfer	Alg. 2 & Trig.	Chem. & Physics**		SAT I*	Degree	
Option: Comp. Sci. Tran.	Alg. 2 & Trig.	Chem. & Physics**		SAT I*	Degree	
Option: Science Tran.	Alg. 2 & Trig.	Chem. & Physics**			Degree	
Technical Engin.		Chem. & Physics**			Cert. of Completion	
Fire Protection & Safety Tech.					Degree	
Fire Science Tech.					Cert. of Completion	
General Studies					Degree	
Geographic Information Systems					Cert. of Completion	

Graphic Arts Technology Option: Commer. Art Option: Digital Photography Graphic Arts Desktop Pub.					Degree Degree Cert. of Completion Cert. of Completion	
Health Aide					Cert. of Completion	
Landscape Design & Mgt. Option: Transfer Compact Land. Des./Mgt.					Degree Degree Cert. of Completion	
Laser Electro-Optics Tech.					Degree	
Law Enforce./Crim.Jus. Law Enforce./Crim.Jus.					Degree Cert. of Completion	
Liberal Arts Transfer Option: Fine Arts Option: Teacher Educ.					Degree Degree Degree	
Massage Therapy	Algebra 2	Bio. & Chem.	CMPA- 103*** MAST- 101***	SAT I*	Degree	Municipal license
Mechanical Eng. Tech. CAD CAM CAD/CAM CNC Operations					Degree Cert. of Completion Cert. of Completion Cert. of Completion Cert. of Completion	
Medical Assistant	Algebra*	Biology*	MAST- 101**		Degree	Nat'l. certificate
Medical Asst.	Algebra*	Biology*	OFFS-100*** MAST- 101*** OFFS-100***		Cert. of Completion	
Med. Cod/Billing Med. Cod/Billing			MAST- 101** MAST- 101**		Degree Cert. of Completion	Nat'l. certificate Nat'l. certificate
Nuclear Medicine Technology	College Alg. 2	Coll. Chem.	MAST- 101***	SAT I*	Degree	2 Nat'l. certificate
Nursing	Alg 2 & NURS-099	Bio.&Chem.*		HESI	Degree	R.N.
Occup. Ther. Asst.	Algebra 2	Bio. & Chem.***		SAT I ++	Degree	Nat'l. certificate
Office Info. Technologies Option: Off. Admin.-Exec. Option: Med. Off. Info. Tech. Option: Comp. Soft. Applic. Specialist Microsoft Office Comp. Soft. App.					Degree Degree  Degree Cert. of Completion Cert. of Completion Certificate	
Clerical Office Asst. Physical Ther. Asst.	Algebra 2	Bio. & Chem.**	MAST- 101***	SAT I ++	Degree	State license
Radiography	Algebra 2	Bio. & Chem.***	MAST- 101***	SAT I*	Degree	Natl. certificate
Respiratory Care	Algebra 2	Bio. & Chem.**		SAT 1*	Degree	
Sonography	College math	College Bio.** HS Chem.** College Physics	College English MAST- 101***	SAT I	Degree	Nat'l. credential
Surgical Technology	Algebra 2	Bio.&Chem.**		SAT 1*	Degree	Nat'l. certificate
Telecommunications Tech.	Algebra 2	Physical			Degree	

## Financial Information

Information on Springfield Technical Community College's most recent audited financial statement is available upon request from the Administrative Services office at 755-4420

### TUITION

The Commonwealth of Massachusetts has set tuition at \$25 per credit for Mass. residents and \$242 per credit for non-residents. Under an agreement among the New England states, students from any of these states may attend college in another of the six states for \$37.50 per credit, if the program desired is not available in their state or if the community college is closer than that in the home state. Tuition and fees are subject to change without notice.

### PAYMENT OF BILLS

All tuition and fees are payable before each semester begins. If payment is to be made by



agencies or scholarship programs, arrangements must be made in advance with the Student Accounts Office. All student financial obligations must be satisfied before a student is considered properly registered.

### UNPAID FINANCIAL BALANCES

A hold will be placed on the account of any student with an outstanding balance after bills are due. No grades, transcripts, recommendations, degrees or other services will be provided to students with outstanding financial obligations. Failure to pay will result in the student's account being turned over to an approved collection company and to the Commonwealth Intercept Program, and the student will be responsible for all collection costs and other fees incurred in the collection of the debt.

### GENERAL EDUCATION FEE

The General Education Fee is charged on a per credit basis, and is used to support the College's health services, library, graduation services, and academic programs as well as general College operations and services.

### HEALTH INSURANCE

Massachusetts requires each student carrying nine credits or more to participate in the student health insurance program. If a student has comparable coverage and wishes to waive participation in the Mass. Community College insurance plan, he or she must complete the online waiver form at [www.universityhealthplans.com](http://www.universityhealthplans.com) by October 3 for the fall semester and February 28 for the spring semester.

### SENIOR CITIZEN TUITION EXEMPTION

There is no charge for tuition for a Mass. resident 60 years of age or over for attending STCC, provided that the College is not over-enrolled. Certain fees may still be charged. Students wishing to take advantage of this tuition waiver will be required to provide documentation (such as a driver's license) showing proof of age and residence in Massachusetts.

### DETERMINATION OF RESIDENT STATUS

An in-state student is defined as an American citizen or a permanent resident alien who has resided in Massachusetts for purposes other than attending an educational institution for at least six months immediately preceding the student's entry or re-entry as a student, and intends to maintain permanent residence in the state. The burden of proof rests with the student seeking in-state classification. The following indicators are considered in determination of resident status.

1. copies of federal and state income tax forms
2. documentation of Massachusetts voter registration
3. copies of valid Massachusetts driver's license and auto registration
4. permanent employment in a position not normally filled by a student
5. continuous physical presence in Massachusetts during periods when not an enrolled student
6. former residency in Massachusetts and maintenance of significant connections there while absent
7. all other materials of whatever kind or source which may have a bearing on residency

Tuition for out-of-state residents and international students is \$242 per credit. Any person attending the College with a student visa must pay out-of-state tuition.

### NEW ENGLAND REGIONAL STUDENT PROGRAM

The New England Regional Student Program enables New England residents to enroll in out-of-state public colleges and universities in the six-state region (Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont) at reduced tuition rates, for

certain degree programs that are not offered by their home-state public institutions. For detailed information, contact the STCC Admissions Office, any high school guidance counselor, or the New England Board of Higher Education, 45 Temple Place, Boston, MA 02111, (617) 357-9620.

### **TUITION ADVANTAGE SAVINGS**

You may be able to save one third off the last two years of a bachelor's degree education at a Massachusetts state college or university. Please see the section on Joint Admission and Tuition Advantage Program for more information.

### **HOPE "SCHOLARSHIP"**

Students enrolled in a degree or certificate program at least half time (6 credits) may be eligible for the tax credit known as the Hope Scholarship.

### **LIFETIME LEARNING**

Students enrolled for at least three credits in one semester may be eligible for a tax credit known as Lifetime Learning.

### **FOSTER FURCOLO COMMUNITY COLLEGE ACCESS GRANT**

The Massachusetts Board of Higher Education designed this needs-based program to assist financially needy students in meeting institutionally-held charges such as mandatory fees and non-state-supported tuition. To qualify, a student must file the FAFSA (Free Application for Federal Student Financial Aid), be enrolled in a degree-granting program, and meet all requirements for receiving aid as listed in the FAFSA. Contact the Financial Aid Office or see [www.stcc.edu](http://www.stcc.edu) for further information.

### **TUITION REFUNDS**

Tuition refunds are made only to those students who officially withdraw from the College. In order to do this, a student must complete a withdrawal form, which is available from the Registrar's Office. The College will, thereupon, refund a portion of the student's tuition and fees according to the following schedule:

#### **Fall & Spring Semesters:**

Withdrawal during the 1st week of classes	100% (tuition and fees)
Withdrawal during the 2nd week of classes	75% (tuition & Gen Ed fee only)
Withdrawal during the 3rd week of classes	50 %
Withdrawal after the 3rd week of classes	No Refund

#### **Summer Sessions:**

Withdrawal during the 1st day of classes	100% (tuition and fees)
Withdrawal during the 2nd day of classes	75% (tuition & Gen Ed fee only)
Withdrawal during the 3rd day of classes	50 %
Withdrawal after the 3rd day of classes	No Refund

All refunds take approximately six (6) weeks.

For students receiving federal financial aid, the college will calculate a refund in accordance with federal policies if the student withdraws or unofficially stops attending classes.

If the student is attending STCC for the first time, the refund period for withdrawals is through the first 60% of the semester (9th week). If the student is a continuing student, the refund period is through the first 50% (8th week) of the semester.

This refund calculation determines what percentage of federal funds needs to be returned to the financial aid programs, how much money the institution is allowed to retain for tuition and fees, and how much the student may retain for indirect educational expenses. A detailed explanation of this refund policy and examples are available in the Financial Aid Office, Garvey Hall, Room 285.

### **BOOKS AND SUPPLIES**

Estimated costs for books and supplies vary by department, but \$400 per semester should pay for most books and supplies. The college bookstore provides, at reasonable costs, many of the items that students require while at STCC.

### **ADDITIONAL COSTS**

For some academic programs, there are additional costs associated with preparation for the profession. There may also be the expense of traveling to clinical or cooperative education sites.

Automotive Technology: a starter set of required tools and tool storage chest costs approximately \$3200.00. STCC AUTO.AS students receive a 50-65% discount on tool purchases during their two years at STCC.

Cosmetology projected cost: fall kit \$750-800, spring Kit \$200; books: fall \$375; spring \$125, uniform: name pin: \$9.50, (2) STCC polo shirts \$17.50, sweatshirt \$20, apron black stylist, \$10, pants #8320 \$20, black cushion sole shoes\* All items except black cushion sole shoes purchased in STCC Bookstore under Cosmetology

Clinical Lab Science: uniforms: name tags \$6, 3 tunics \$60, 3 scrub bottoms \$60.

Dental Assistant: dental assisting kit \$800-900; textbooks for 3 semesters \$1300-1500; uniform \$150-200; shoes \$100-150; name badge \$15 lab coat \$50-100, Certification exam \$175-700

Dental Hygiene: student kits cost approximately \$2500 for freshmen and \$650 for seniors. The dental hygiene national board exam and the NERB exams total approximately \$1300.

Massage Therapy: massage table \$400-500, uniform \$50.

Medical Assistant: summer internship \$420, scrub top and pants \$40, name pin \$5, watch with second hand \$10, stethoscope \$12, CPR mask \$18, CMA exam registration fee \$95.

Nuclear Medicine: uniform including lab coat, surgical scrubs and name pin, are \$100; radiation badges are \$78 total for 3 semesters and text books (4) \$310. Additionally, \$150-300 for registry exams upon completion.

Nursing: Nursing fee \$62.50 per semester; textbooks total \$800 and most must be purchased at the beginning of the first semester; Nursing lab kits in semesters 1-3, \$50 per semester; uniform \$50, lab coat \$30 and shoes \$45; CPR certification required yearly \$40; NCLEX-RN review course \$225; NCLEX-RN license application fee \$375 in Mass.; nursing pin \$50-125; dress uniform \$45; RN Mobility exam (if continuing toward B.S.N.) \$500

Occupational Therapy Assistant: lab coat and name pin \$35

Physical Therapist Assistant: uniforms and name pin \$75-100, transportation costs for clinical courses vary, NPTE-PTA review course \$100, NPTE-PTA exam and licensure application \$517.

Radiography: 5 pairs of scrub pants and tops \$200, 5 STCC emblems \$15, lab coat \$30, pocket positioning reminder \$40, radiation badges \$78, name tag \$20, society dues \$40, registry exam review \$300, national registry exam \$150

Respiratory Care: uniform and stethoscope \$100, Board assessment exam before graduation \$100

Sonography: uniform, lab coat, white shoes, STCC patches at \$2 each and name tag \$5

Surgical Technology: scrub suits

### **SUMMARY OF TUITION AND FEES**



The financial requirements of STCC, changing costs, state and legislative action, and other circumstances may require adjustments in the tuition and fees stated or estimated below. The College reserves the right to make such adjustments in these charges as may from time to time be required by the Massachusetts Board of Higher Education or the STCC Board of Trustees. Students acknowledge this reservation by submitting applications or by registering for classes.

Application Fee for Mass. Residents (non-refundable) .....	\$ 10
Application Fee for Out-Of-State Students (non-refundable) .....	35
Tuition for Mass. Residents (per credit) .....	25
Tuition for Out-Of-State Students (per credit) .....	242
General Education Fee (per credit) .....	91
Student Health Insurance full year (able to waive) .....	840
Student Health Insurance Spring semester only (able to waive) .....	575
Student Liability Insurance (approx.) mandatory—	
Health Students .....	18
Transcripts (each) .....	3
Payment Plan Enrollment Fee (non-refundable) .....	35
Information Technology Fee (per semester) .....	75
Student Service Fee (per semester) .....	33

## Financial Aid

Financial aid is available if you need assistance with paying for your college education. You will need to complete the Free Application for Federal Student Financial Aid (FAFSA). Applications are available in the Financial Aid Office, or you can complete the application electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). You must include the STCC Federal School Code #005549. When the STCC Financial Aid office receives an electronic copy of the processed Student Aid Report (SAR), you will be contacted.

### Eligibility requirements for receiving financial aid

- demonstrate financial need
- have a high school diploma or a GED
- be enrolled and accepted into a degree-granting or eligible certificate program
- be a U.S. citizen or eligible noncitizen
- be in good academic standing and making satisfactory progress toward your degree
- certify that you are not in default on a federal student loan or owe money on a federal grant
- register with Selective Service, if required

### Application process

The process starts with you completing the Free Application for Federal Student Financial Aid (FAFSA). This application collects information about your income, assets, and household size. This information is evaluated by a standard formula that determines what your family could reasonably contribute toward your education. This is called the Effective Family Contribution (EFC). This information is summarized on the Student Aid Report (SAR) and is sent to you for your records. A copy of this report is sent to the institutions that you listed on the FAFSA.

The Financial Aid Office at STCC will consider your direct educational costs of tuition, fees, books, and supplies, as well as indirect costs such as transportation and other living expenses. These costs, less the Effective Family Contribution, will determine your financial

need. Our goal is to try to award each eligible student enough money to cover the direct educational expenses and a portion of the indirect costs. Financial aid is based on your ability to pay for your education as well as the availability of funds at the college.

If you are eligible, you will receive a Financial Aid Award Letter indicating the type and amount of aid offered. These awards are based on full-time enrollment (12 or more credits.) Your enrollment status will be determined after class lists are processed, and the awards will be adjusted accordingly.

### **Deadlines**

While students may file for financial aid throughout the year, STCC has a priority deadline of May 1st. The Mass. Grant deadline is also May 1st.

### **Types of financial aid**

The Financial Aid Office receives money from both federal and state agencies. In order to be eligible for state aid, you must be a permanent resident of Massachusetts. You are considered a resident if you lived in Mass. at least one year prior to the first day of the fall semester and continue to live in the state during the academic year. Parents of dependent students must meet the same Mass. residency requirements. In order to receive state aid, you must meet all the federal requirements. Types of aid include grants, loans, and employment. Please see the STCC website ([www.stcc.edu](http://www.stcc.edu)) or contact the Financial Aid Office for information on the types of financial aid that are available.

### **Obligations and Responsibilities**

The Financial Aid Office will notify the Business Office of your financial aid award. If your financial aid award is enough to cover your tuition and fees, your bill will be cleared and your schedule mailed. If your award is not enough to cover your tuition and fees, you must pay the balance from your own resources.

You are enrolled once you receive your official schedule from the college. If you cannot attend STCC, you must notify the college in order to avoid charges for tuition and fees. If you are an entering freshman or intra-college transfer, please contact the Admissions Office and notify them of your decision not to attend. Returning students must notify the Registrar's Office. If you never attend your classes, you are not eligible for financial assistance.

Your financial aid is based on anticipated costs for the payment period. If you withdraw from the college or unofficially stop attending all of your classes, you may not be eligible for the aid awarded. The college is required to calculate the amount of aid you are actually entitled to receive up to the point you stopped attending, and return the unearned funds to the appropriate federal and/or state agencies. If financial aid was disbursed on your behalf and you are no longer eligible for the aid disbursed, you will have to repay the appropriate programs. You may also be responsible for a portion of your tuition, fees, and other charges incurred. If you fail to repay the unearned funds, you will become ineligible for further federal and state financial aid. Even though the college does not require instructors to take attendance, the institution does monitor attendance to see if you unofficially stopped attending classes. College Withdrawal forms are available in the Registrar's Office.

The Financial Aid Office cannot pay for a course you never attended. If we receive information that you never attended a course, your financial aid will be adjusted accordingly. If you already received funds based on enrollment in a class that you did not attend, your aid will be adjusted accordingly and you will be responsible for the overpayment. If you feel you cannot attend some of your courses, please complete a Course Withdrawal form available in the Registrar's Office.

In order to receive financial aid, you must be in good academic standing and making satisfactory progress while pursuing your degree. You must maintain the minimum quality point average and you must successfully complete the minimum number of attempted courses. Failure to meet the minimum requirements will result in a loss of your financial aid. View the policy on the STCC website ([www.stcc.edu](http://www.stcc.edu)) or contact the Financial Aid Office for a copy of the Satisfactory Academic Progress Policy.

## Veterans' Information

Prior to applying to the day or evening school, all students should contact the Veterans Affairs office for the procedures to follow to establish V.A. benefits. All new students eligible to receive V.A. benefits must contact the office of Veterans Affairs upon receiving their acceptance letters. All returning students receiving

V.A. benefits must contact the Veterans Affairs office after pre-registering for the upcoming semester. Registering with the College does NOT certify an eligible student for V.A. benefits for the upcoming semester. All eligible students must contact the V.A. office in person to initiate enrollment certification. Students must also be matriculated in a degree-granting program to receive their benefits. For further information, including tuition waivers and academic standing policy, contact the Veterans Affairs Office. The Office of Veterans Affairs is located in the Bursar's office in Building 15. The phone number is 755-4393.



# Academic Information

## CAREER PROGRAMS

STCC offers the widest variety in New England of career programs designed for the individual seeking two years of higher education and immediate job opportunities upon graduation. Career students who plan to continue their education

### Commonwealth Transfer Compact

The Commonwealth Transfer Compact is an articulation agreement between the four-year state colleges and universities and the community colleges in Massachusetts. In 1990 the Compact was revised to provide a better process for transfer of college credits and appropriate recognition for academic progress earned by students in a community college who wish to transfer and continue their education at a Massachusetts public college or university.

The Compact provides that an associate of art or an associate of science degree will be transferred as a unit (providing the student meets all admission requirements and is accepted) and will be applied toward a bachelor's degree, if certain specified courses are included in the associate degree.

For more information, please contact the Transfer office in Building 27, second floor.

### JOINT ADMISSION/TUITION ADVANTAGE

*(Massachusetts public colleges and universities)*

STCC participates in the Joint Admission Program with the Massachusetts public colleges and universities. This program guarantees participating students admission to the Massachusetts public institution of their choice, provided they graduate from an approved major at STCC with a minimum cumulative grade point average of 2.5 or higher. A list of approved majors is available at the STCC Transfer Affairs Office or by visiting the College's website, by clicking on the Transfer Opportunities button.. Participating students are subject to the program requirements in effect at the senior institution when they matriculate at STCC.

The Tuition Advantage Program, approved by the Board of Higher Education, is available to all Joint Admission students who graduate with a GPA of 3.0 or higher and transfer to a Massachusetts state college or University of Massachusetts campus with which they were participating in Joint Admission. Students are entitled to a reduction in tuition of one third of the in-state rate, whether or not they are in-state residents.

### JOINT ADMISSION AGREEMENTS

*(Area private colleges)*

STCC has established joint admission agreements with all five four-year private colleges in Greater Springfield: American International College, Bay Path College, Elms College, Springfield College, and Western New England College.

The goals of the agreements are to ease transfer of STCC associate degree graduates into bachelor's degree programs at any of these institutions. The agreements vary by the academic programs available; the grade point average required the possibility of partial scholarships awarded by the institutions, and in other details. Additionally, STCC students accepted into these colleges would be encouraged to join in some aspects of campus life there.

For information on these agreements, please contact the Transfer Affairs Office.

### Transfer Articulation Agreements

STCC has established individual transfer agreements with several private and public colleges for specific academic programs. These agreements ensure graduates of corresponding STCC programs entrance on the Junior level. Transfer Articulation Agreements currently are in effect with the following institutions:

American Armenian International College of LaVerne, CA - B.S., Optical Engineering

American International College - B.S., Nursing; B.S., Business Administration Boston  
Architectural Center - Architectural Certificate Program

Boston University College of Engineering - B.S., Engineering

Elms College - B.S.W., Social Work; B.S., Nursing, B.S., Health Science Management;  
B.A., Paralegal Studies/Legal Studies

Fitchburg State College - B.S., Industrial Arts

Framingham State College - B.S., Nursing

Rensselaer Polytechnic Institute - B.S., Engineering

Rochester Institute of Technology - B.S., Engineering Technology

Russell Sage College - B.A., Mathematics; B.S., Computer Science

SUNY Institute of Tech. at Utica/Rome - B.S., Electrical Engineering Technology; B.S., Civil  
Engineering Technology

Salem State College - B.S., Fire Science Administration

Springfield College - B.S., Biology; B.S., Computer Science; B.S., Management  
Information Systems; B.S., Business Administration

University of Hartford - B.S., Respiratory Therapy

University of Massachusetts at Amherst - B.S., Engineering; B.S., Education; B.S.,  
Nursing; B.S., Building Materials and Woods Technology

University of Massachusetts at Dartmouth - B.S., Engineering

Ward College - B.S., Electrical Engineering Technology

Western New England College - B.S., Engineering, B.S., Business Administration

Westfield State College - B.S., Early Childhood Education; B.S., Elementary Education;  
B.S., Secondary Education; B.S., Management Information Systems

Worcester Polytechnic Institute - B.S., Engineering

For additional information, contact the Office of Academic Affairs.

## **DISTANCE EDUCATION**

Distance learning courses are subject to the same policies and processes as all other courses. Distance courses, offered completely online, are a very popular option at STCC. Developed and taught by STCC faculty, the courses offer a learning "any time, any place" convenience. Online courses contain the same content as the on-site courses; the information is simply presented differently. Check with the Dean of Continuing Education and Distance Learning or the Admissions Office for current offerings.

## **ENGLISH AS A SECOND LANGUAGE COURSES**

The English as a Second Language program has designed intensive academic courses to help students develop language skills to prepare for and successfully qualify to enter their choice of academic program at STCC.

Students are placed into an appropriate level of English as a Second Language after the results of a diagnostic exam have been evaluated.

The ESL program has a well-developed tutorial program. Tutors are available to assist those students who need additional support in understanding English language concepts, and to help them improve their language skills. The department also offers computer-assisted learning in the computer laboratory in 13/105 and a Language Lab for English as a Second Language courses in 13/326.

## **HONORS CERTIFICATE PROGRAM**

The Honors Certificate Program offers a challenging academic experience for qualified students who wish unique study and research opportunities in their major field of study. Working individually with selected professors, Honors Certificate Program participants receive specialized advising and support services, increased scholarship and transfer opportunities, and a special notation of distinguished academic work on diplomas and transcripts. The STCC Honors Program has been designated a Commonwealth Honors Program, giving our students additional transfer opportunities to Commonwealth College, the state's honors college.

Honors Certificate Program participants are selected on the basis of their academic potential and motivation. Entering freshmen with a 3.5 QPA from high school, or a 3.0 QPA from a high school honors program (or its equivalent), or a 1000 combined SAT score are eligible to apply for admission.

Currently-enrolled students at STCC are eligible after completing 12 college-level credits, if their QPA is 3.5 or higher. Students whose QPA's do not meet these standards, but who feel they have the ability and interest necessary to participate in the Honors Certificate Program may apply for admission by submitting (1) a letter of recommendation from a recent teacher, and (2) either a letter of intent explaining why admission to an Honors Program is sought, or an original piece of writing demonstrating academic competence.

There are three levels of honors within the Honors program.

For further information and an Honors Certificate Program application, contact the Office of Academic Affairs or the Honors Program Coordinator, at 755-4270.

## **COOPERATIVE EDUCATION/CAREER SERVICES**

### **AND TRANSFER AFFAIRS**

This office offers a wide variety of employment-related services to students and alumni. The Cooperative Education program allows students to earn credit for taking advantage of part-time employment in their field while completing degree requirements. Career Services assists students and alumni who are seeking full-time or part-time employment after graduation. Both programs strive to bring students and the business community together for their mutual benefit.

In order to participate in Cooperative Education, a student must have achieved a 2.5 quality point average. Most students participate in Cooperative Education/ Internship during their third semester in an established major.

For more information, contact the Office of Cooperative Education/Career Services and Transfer Affairs on the second floor of Building 27.

## **ACADEMIC SUPPORT SERVICES**

### **ACADEMIC ADVISING**

Academic advising is a shared process between a student and his or her academic advisor. A good advising relationship places an emphasis on goals and objectives while focusing on the educational and personal development of the student.

Each day student is assigned an academic advisor, usually a faculty member, who has knowledge of the College's policies, procedures, and program degree requirements. Each student should take full advantage of this resource while being mindful that *it is ultimately the responsibility of the student to understand and complete the specific degree requirements for graduation.*

Every semester, students receive a letter indicating the name and office location of their advisor. Generally, faculty advisors are available to meet with their advisees during their posted office hours. Professional staff advisors meet with their advisees by appointment. Although



students must see their advisors at least once a semester to select courses for the upcoming semester, all students are encouraged to seek appointments with their advisors whenever the need arises. Academic advisors are a great source of information and support, and the success of their advisees is their ultimate goal.

Students who attend weekend or evening classes exclusively may meet with an academic advisor at any time during office hours. To schedule an evening advising appointment, please call the Registrar's Office at 755-4321.

For more information about academic advising, please contact the Registrar in Building 15, room 103 or call (413) 755-4321.

### **BILINGUAL PROGRAM**

The Bilingual program at STCC is designed to assist students whose native language is other than English. Bilingual counselors provide academic/vocational counseling and personal counseling as well as tutoring in English and assistance in filling out financial aid forms. The Bilingual Services Office is located in Garvey Hall (Building 16), room 146.

### **THE LIBRARY**

The library, located in Building 27, offers a wide variety of resources and services to all students. Most materials can be borrowed, and electronic resources can be accessed via the Internet. A valid STCC ID card with a library barcode is required to check items out or to use the library's electronic resources from a computer off campus. Barcodes can be obtained at the library circulation desk.

The library's homepage, <http://library.stcc.edu>, has comprehensive information about the library.

Libraries are interconnected, and STCC belongs to the C/W MARS network, to which many public and college libraries in western Massachusetts also belong. The college is part of the Cooperating Colleges of Greater Springfield, and with your valid STCC ID you can use the college libraries in the area. In addition, students at STCC may use the UMass library and other public higher education libraries. At any library you use, please remember that you are subject to that library's rules and regulations.

### **STUDENT SUCCESS CENTER**

The Student Success Center is located on the first floor of Building 27. The Center is designed to be a comprehensive academic support facility that provides students with a centralized location to receive a combination of walk-in assistance on-site or appropriate referral to other student/academic support services. The Center coordinates campus tutorial services, which are available in all academic programs and which are free to STCC students. The SSC also provides assistance and advocacy for students; offers walk-in academic advising when regular advisors are not available; oversees the academic early warning system and student/advisor alert system; and administers the College's academic standing policy. The SSC also offers tutorial software, Internet research access, and open computer lab time, and works with STCC faculty to provide students with various computer-based learning experiences as part of their coursework.

### **STUDENT SUPPORT SERVICES PROGRAM**

The Student Support Services office is a Federal grant program designed to assist students in adjusting to the college environment and to maximize their potential for success. Services include academic and career advising; orientation and workshops; personal counseling; tutoring; a one-semester course; and a Summer Start program. Emphasis is placed on individualized support and monitoring student progress through graduation. The office is located on the second floor of Building 27.

## REGISTRATION AND ACADEMIC RECORDS

### REGISTRATION PROCESS

Returning students may begin registering for the spring semester during the priority registration period in November, and for the summer and fall semesters in April of each year. After meeting with advisors to discuss course selection, returning students may register for courses online using their individual Web Advisor accounts. It is the student's responsibility to seek out information concerning departmental course requirements prior to registration. This may be done with the assistance of the faculty advisor, or department chairperson. Returning students are expected to pay their bills and complete the registration process prior to the start of classes.

New students will be sent information regarding registration with their acceptance letter. Students wishing to change their schedules may do so through the first week of classes. Admittance to a course at this time is, however, dependent upon the seats available.

### DEVELOPMENTAL COURSES (NON-COLLEGE LEVEL)

Springfield Technical Community College has a number of courses that aid students with deficiencies in specific subject areas. These courses, all with course numbers below 100, are intended to bring the student's skill to a level where the student will be able to accomplish the college-level work. It is the policy of the College that, relative to developmental courses (non-college levels), the following shall apply:

1. Academic credit will be awarded for developmental courses but will not count for graduation credit.
2. Developmental courses shall not be calculated into a student's quality point average on a semester basis nor shall such grades be calculated into a student's cumulative quality point average.
3. All registrations for developmental courses shall appear on student transcripts.

### ACADEMIC HONORS

#### DEAN'S LIST

In order to recognize above-average academic performance, a Dean's List is published each semester.

##### 1) *Full-time students*

Any student carrying 12 or more credits who earns a 3.3 quality point average is placed on the Dean's List, providing that student has no grade less than a "C" in that semester. The total number of credits may be earned between day and evening courses.

##### 2) *Part-time and Continuing Education students*

A student may be eligible for Dean's List after completing 12 credits of college-level course work and carrying 6 or more college credits within a semester, while earning a 3.3 quality point average with no grade less than a "C" in that semester. Continued eligibility for Dean's List will require 6 credits of college-level course work in each subsequent semester.

### GRADUATION RATE

The Student Right to Know (SRTK) graduation rate for full-time, first-time fresh-men who entered Springfield Technical Community College in the fall of 2004 was 21%, with a four-year average of 22%. An additional 16% of these students transferred to other institutions prior to completing their STCC program, with a four-year average of 18%. This full-time, first-time freshman population represents 52% of the fall 2003 incoming class. The performance of the remaining 48% of the incoming class, by law, is not included in this reported rate.

# Student Information and Services

## SERVICES AND RESOURCES

### ACADEMIC COMPUTING SERVICES

STCC provides its students with exceptional and modern academic computing services. Over 1,400 PC and Macintosh computers in more than 50 labs throughout the campus are dedicated to student use. Staff are readily available in the computer labs to answer questions and assist students.

### ADULT EDUCATION CENTER

Located in Building 27, the Adult Education Center provides class instruction from basic literacy to GED test preparation and support for transition to college for adult learners. For more information, call 755-4300.

### ART GALLERY

The Amy H. Carberry Fine Arts Gallery, located on the first floor of Building 28, is open Tuesday through Friday, 12:30 to 4:30 p.m. and Saturday 10:00 a.m. to 2:00 p.m. throughout the academic year. Directed by Visual and Performing Arts Department Chair Larry Slezak, the Gallery presents approximately seven exhibits each year, featuring works by artists of local and national repute, as well as STCC student work.

### ATHLETICS

Inter-Collegiate Athletics are an integral and prominent part of STCC's educational objectives. STCC is a member in good standing of the NJCAA and MCCAC.

There are currently seven intercollegiate or club sports teams at STCC, including men's soccer, basketball, and wrestling, along with women's soccer, basketball, and lacrosse. Golf is offered as a coed sport. STCC has advanced to the national championship tournaments in men's soccer, women's soccer, men's basketball, golf, and wrestling. The 2005 women's soccer team won the NJCAA Division III National Championship. Scibelli Hall contains a gymnasium, locker rooms, and a weight training facility. In the fitness room, there are free weights as well as machines, for beginners and experienced lifters. Open hours are posted at the beginning of each semester.

### BOOKSTORE

The campus store, located in Building 20, is open every school day from 8:00 a.m. to 4:00 p.m. It is also open evenings during the first two weeks of the semester for the convenience of evening students. Books, school supplies, equipment for course work, as well as miscellaneous items are offered for sale.

### CAREER SERVICES

Career Services offers employment assistance to both graduating students and alumni at each step in the career search process. During the course of their academic programs, students are encouraged to seek assistance in career planning. Counseling is provided to help choose, change, or confirm career goals in conjunction with academic advisors and the Counseling Center. Guidance in writing cover letters and resumes and in developing interview skills necessary to the job search is available to students and alumni.

Current employment listings are available on a year-round basis covering both the public and private sectors. On- and off-campus interviewing is arranged to accommodate the needs of area employers and graduating students. A Career Resource Center contains a variety of information to assist in the career search process. All graduating students are encouraged to register with Career Services during their final semester. Alumni should contact the office to activate their file during a job search.

The Office of Cooperative Education/Career Services is located on the second floor of



## STUDENT INFORMATION

Building 27.

### COUNSELING CENTER

The Counseling Center is a student-oriented, supportive environment where you may go to receive career, academic, and/or personal counseling and related services, as well as referral services to community agencies, when appropriate. While appointments are recommended, students in crisis are seen immediately without an appointment.

### DISABILITY SERVICES

The College provides support services and academic accommodations for any student who has a documented physical, emotional, and/or learning disability.

Any full- or part-time day or evening student with a documented disability is eligible for services. Academic accommodations provide a student with a disability equal access to programs and services at STCC. Accommodations are designed to meet specific needs of students with supported recommendations from licensed professionals. Counselors work in coordination with faculty and vocational rehabilitation agencies. Some specialized equipment is available for loan.

### HEALTH SERVICES

Confidential, professional services are provided by the Health Services Office to all students. The non-emergency phone number is (413) 755-4230. Emergency services are available by dialing extension 3911. Listings of periodic health and wellness programs are available at the office and on the STCC website.

The Ovations series of educational and cultural special events is sponsored by the Chicopee Savings Bank Endowment for Academic Excellence, the STCC Honors Program, and the Office of Academic Affairs. Throughout each semester Ovations brings to the College locally- and nationally-acclaimed writers, artists, dancers, musicians, and experts in the fields of science and health.

### PARKING

Each year the College attempts to secure a maximum number of parking spaces in the general area of the campus for student parking, and in September the College publishes an updated list of independent parking areas near by. Parking spaces in many of these lots are controlled by the College. There is sufficient parking available on these lots for all students of the College. Because the College is located on a National Historic Site, there are many areas on the campus where parking is not allowed; however, peripheral lots are located within easy walking distance of the classroom buildings. A fleet of STCC shuttle vans makes continual runs to each of these lots with pick-up and drop-off points on campus, throughout the day when classes are in session.

#### Parking/Shuttle Service

Evening classes:

All evening students are required to display a campus parking pass hanging from the car's rearview mirror. Parking passes for evening students are available at the Registrar's Office. Three shuttle buses will be available on campus and from Lot 2 on Pearl Street until 10 p.m. Also shuffle service will be available for the PVTa bus terminal until 10pm.

Day classes:

The College has four off-campus parking areas within easy walking distance of the campus. Shuttle buses are available during the semester, transporting students from lots 3 and 4 to all major buildings on campus. Hours of operation are 7:00 a.m. to 10:00 p.m. Shuttle service for the PVTa bus terminal is also available from 7a.m. to 10 p.m.

A letter explaining your transportation options will arrive with your billing information. For more information call Campus Police at 413-755-4444.

#### Transportation and Parking

By using public transportation or carpooling you can reduce commuting costs and have a positive impact on the environment. Our goal is to increase your awareness of alternative modes of transportation and to ensure that you make a well-informed decision.

Students may opt for ONE of the following choices.

### Free PVTA Bus Pass Option:

Many direct bus routes conveniently border our college on State Street. A roundtrip STCC shuttle will be available between the bus terminal on Main Street and the campus. You may request a free PVTA bus pass (good 7 days per week) by emailing [buspass@stcc.edu](mailto:buspass@stcc.edu). Please provide your name, address, phone # and student ID #. To view routes and schedules visit [www.pvta.com](http://www.pvta.com).

### Carpooling Incentive Option:

STCC has developed a new program that will match you with people who live and work near you, commute at the same time, and are interested in sharing a ride. STCC urges everyone to consider carpooling to and from STCC. Not only will this have a positive impact on the environment, it will also assist us with our parking demand. Students who participate will receive a cash incentive, a prime on-campus parking space and a free PVTA bus pass.

STCC is working with MassRIDES to establish a database for matching students. To participate in the carpooling program email [carpool@stcc.edu](mailto:carpool@stcc.edu) and provide your name, address, phone #, work hours, class hours, and student ID#. Any questions regarding carpooling only please call 755-4444.

### Parking Decal Option:

A student who has enrolled in a day class(s) and requires parking for their vehicle must have a decal to park in an STCC off campus parking lot. There are no exceptions to this policy. The college maintains 4 off campus parking lots. Security is provided for all parking areas between 7:00am and 6:00pm Monday through Friday. General, non-decal on campus parking is available after 4:00pm on weekdays. Off campus parking lots are assigned on a first come, first served basis. A student must have paid in full or made financial arrangements to be eligible for a decal. To request a decal please email [parking@stcc.edu](mailto:parking@stcc.edu) and provide your name, address, phone # and student ID#.

Free STCC shuttles are provided for lots 3 and 4 from 7:00am to 5:00pm.

## STUDENT ACTIVITIES AND DEVELOPMENT

The Student Activities and Development program is designed to complement the academic program by providing a variety of meaningful educational, cultural, and social experiences. The Student Activities and Development office assists students and faculty in the planning of co curricular programs and in the development of student organizations. Additionally, access to off-campus events and attractions is available through discounted ticket sales and bus trips.

Whenever the College is closed, due to weather conditions or an emergency situation, all extra-curricular activities are automatically cancelled to ensure the safety of students and others.

The Student Government Association (SGA) is the forum through which students' viewpoints, concerns and input into campus governance are presented. A student body president, student trustee, and student body vice president are elected in April to fill one-year terms.

## STUDENT RIGHT TO KNOW GRADUATION RATE

The federal government requires that all post-secondary institutions provide both the prospective and current students with information concerning the performance of current students as an illustration of the likelihood of success. The law requires that the information include the rate at which degree-seeking students who attend the institution on a full-time basis and are attending any college of the first time successfully complete the program. A student is considered to have successfully completed the program if he/she graduates within 150% of the time required by the program. For example, a student who graduates from a two-year program within three years has successfully completed the program by federal guidelines.

## **STUDENT INFORMATION**

The Springfield Technical Community College graduation rate for full-time, first-time, degree-seeking freshman entering the College in the fall of 2004 was 21%, with a four-year average of 22%. An additional 16% of these students transferred to other institutions prior to completing their STCC program, with a four-year average of 18%.

It should be noted that the full-time, first-time, degree-seeking freshman populations represents 47% of the fall 2004 incoming class. The performance of the remaining 53% of the incoming class, by law is not included in the rate reported above.

## **POLICIES AND PROCEDURES**

### **ACADEMIC HONESTY POLICY**

Communication of knowledge and a free exchange of ideas, two essential aspects of a college community, require a fundamental standard of honesty. Students and faculty must be able to expect that thoughts and work presented for credit are the property of the person presenting them. Definitions and examples of academic dishonesty, and information on its consequences are available from the Dean of Students' office.

### **DRUG AND ALCOHOL POLICY**

In 1989 Congress amended Title XII of the Higher Education Act of 1965. This amendment, known as the "Drug-Free Schools and Communities Act of 1989", requires that every educational institution receiving federal funding certify its adoption and implementation of programs designed to prevent use of illegal drugs and abuse of alcohol by students and employees.

STCC, in accordance with legal mandates and its philosophy of establishing and maintaining an environment of learning and a supportive environment in which to conduct the business and mission of the college, enforces extensive policies on drug and alcohol use.

### **TECHNOLOGY RESOURCES POLICY**

The college follows a formal policy for students, faculty, staff (full-time and part-time) and all other authorized individuals ("guests") at STCC on the use of STCC information technology resources, including computers, printers and other peripherals, programs, data, local and wide area networks, email, and the Internet. In addition to this policy, individual schools or departments may choose to issue additional policies governing the use of technology resources. Use of STCC technology resources by any student, faculty, staff or guest ("users") shall constitute acceptance of the terms of this policy and any such additional policies. It is the user's responsibility to understand and follow the guidelines set forth in this policy.

Please note that the above information does not constitute the actual policy and is provided for informational purposes only. A complete copy of this policy is available on the college's website at <http://www.stcc.edu/handbook/ITPolicy.asp>. A hard copy of the policy can be requested at the college's IT Help Desk, located in Building 2, Room 101.

### **POLICY OF CONFIDENTIALITY OF STUDENT RECORDS**

#### **Educational Records**

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students certain rights with respect to their academic records. In compliance with the law, STCC has established the following policy.

1. Students have a right to inspect and review their academic records. No information is released over the telephone by the Registrar's Office.
2. Students have the right to request the amendment of their academic records to ensure they are not inaccurate, incomplete, misleading, or otherwise in violation of their privacy.
3. Only college personnel who have a "legitimate educational interest" have limited access to students' academic records for a) internal educational purposes, b) routine administrative and statistical purposes, c) instructing and advising a student in an



academic area, and d) campus security officers in case of an emergency.

4. "Confidential Data" includes students' grades, class schedules, and all other non-directory information contained in a student's record. Confidential student data may only be utilized for official college business and made available to members of the college community who have a "legitimate educational interest" or a "need to know" by those officials of an institution who act in the student's educational interest. These individuals include faculty, administration, clerical and professional employees, and other persons who need student record information for the effective functioning of their office or position.
5. Students have a right to file a complaint with the U.S. Department of Education concerning alleged failures of the college to comply with FERPA.
6. Directory Information will include:
  - a) name
  - b) address
  - c) confirmation of date of graduation and certificate/degree received
  - d) dates of attendance
  - e) academic designations and awards received, e.g., Dean's List

Students may withhold Directory Information by contacting the Registrar's Office in writing. Requests for nondisclosure must be re-filed in the Registrar's Office on an annual basis. It is the student's responsibility to do so.

7. No record of access will be kept if the obtained information is considered directory information, is required for normal clerical maintenance of a file, or is seen by college personnel in the normal performance of their responsibilities.
8. Students have a right to a copy of their academic transcript. There is a 48-hour waiting period to obtain the transcript and the cost is \$3.00 per request. A written release from the student is required, along with a photo ID. A request for a transcript may be denied due to a financial obligation to the college. The college will disclose a student's academic transcript to a third party if we have a signed and dated note from the student requesting us to do so. Students will be notified by mail whenever a court subpoena is issued regarding their academic records.
9. The college will not disclose any information from a student's academic records to the parents of a dependent student.

### **Medical Records**

Medical records, such as treatment or immunization, are distinctly different from educational records and are considered strictly confidential; they may not be disclosed by the Health Services department without a student's prior written consent. While students are generally encouraged to make faculty aware of any medical problem which might significantly affect the learning process, their right to keep this information confidential is protected by state and federal law. The Health Services department maintains student immunization records for a minimum of five years. Record release forms may be obtained at the Health Services office.

### **CORI (Criminal Offender Record Information)**

Students accepted into any program or offering in the School of Health or Early Childhood Education must undergo a Criminal Offender Record Information (CORI) and a Sex Offender Registry Information (SORI) check once a year. This policy also applies to students participating in laboratory experiences on and off campus, including field trips and site visits. Depending on the student's CORI and SORI report, participation in a program or clinical affiliation, laboratory or practicum experience may be denied. Any student who refuses to consent to a CORI and SORI check will be precluded from participating in the corresponding

## STUDENT INFORMATION

fieldwork, practicum course, and/or laboratory experience. Students who do not complete the required clinical, laboratory, or practicum courses will be unable to fulfill requirements for graduation and may be withdrawn from the program. Alternative clinical, laboratory, and/or practicum experiences on, or off campus, are not an option. For additional information, contact the Dean of Health's Office.

CORI and SORI checks are performed pursuant to Massachusetts General Law, Chapter 6, Sections 167-178B, and consistent with guidelines promulgated by the Commonwealth of Massachusetts Department of Public Health and Massachusetts General Law, Chapter 6, Sections 178C-178P.

Please note that a CORI/SORI request form must be on file at the college before the student can register for classes.

## School of Continuing Education

Through the School of Continuing Education (afternoon, evening, weekend, online, and summer courses), the College meets a wide variety of community educational and training needs. Programs of study are offered on a year-round basis. All courses offered during the summer, whether during day or evening hours, are operated by the School of Continuing Education.

A large selection of distance education courses, plus an entire associate degree program in General Studies are offered online for convenient any-time, any-place access to college education.

The School of Continuing Education offers:

1. Credit courses in both general and specialized educational fields;
2. The opportunity to earn an associate degree or certificate in a wide range of programs on a part-time basis;
3. Internet courses that offer the flexibility of participating each week in a class when it is convenient for the student.

Offerings are designed to provide credit courses for: (1) STCC students to supplement their work in the day division of the College by taking additional courses; (2) students of other colleges and universities to take courses to transfer to their resident college; (3) high school students who wish to remove academic deficiencies before entering college in September; and (4) adult students who wish to update career skills, pursue a new career, or gain experience in a subject of specialized interest.

## Center for Business and Technology

The Center for Business and Technology (CBT) provides a wide range of workforce development services and career training programs for companies and individuals in the region, including:

- Computer training and IT certification
- Management development
- Allied health
- Entrepreneurship education
- Real estate sales and appraisal
- Technology and trades
- Test preparation
- English as a Second Language

- Basic workplace skills
- Certification testing
- Over 3,500 web-based courses

Regardless of company size, CBT's professional staff will work with company representatives to design a relevant and cost-effective training program for employees. CBT is pleased to have provided a diverse range of training programs for employees of many companies throughout the Pioneer Valley.



## Directories



Charissa Diamond, '08, is planning a dream career at ESPN. She graduated from Digital Media Production, and was already working at Ch. 40. She has 6 brothers and sisters, 3 of whom are STCC students or graduates. She's continuing her studies at Westfield State College and working toward her dream of broadcasting at ESPN.

## Springfield Technical Community College Board of Trustees



Ronald A. Copes  
*Chairman*  
Vice President,  
Community Relations  
MassMutual (retired)



Michael D. Niziolek  
*Vice Chairman*  
Vice President  
Human Resources  
Hasbro



David P. Fontaine  
*Secretary*  
President  
Fontaine Brothers, Inc.



Olufunmito B. Aina  
*Student Trustee*



Steven F. Bradley  
Vice President  
Government & Community  
Relations  
Baystate Health



Dr. Celeste T. Budd-Jackson  
Assistant to the Superintendent  
Springfield Public Schools  
(retired)



Bret F. Coughlin  
Jefferson Radiology



Maria P. Goncalves  
Senior Vice President  
Commercial Loans  
TD Banknorth, NA



Christopher C. Johnson, Esq.  
Johnson & Sclafani



John M. Lilly  
Alumni Trustee  
Executive Director  
Home Builders Association  
of Western Massachusetts  
Alumni Trustee



Hector F. Toledo  
Retail Sales Director/  
Vice President  
Hampden Bank

## Massachusetts Department of Higher Education

Massachusetts public higher education is a system with a distinguished past, increasing and measurable accomplishments, and dedicated to being recognized as having one of the nation's most outstanding array of institutions. It comprises 15 community colleges, nine state colleges, and five campuses of the University of Massachusetts. The system exists to provide accessible, affordable, relevant, and rigorous programs that adapt to meet changing individual and societal needs for education and employment. The public system is committed to continuous improvement and accountability in all aspects of teaching and learning. The Department of Higher Education, together with each respective Board of Trustees, expects all students, faculty, and staff to be held to exacting standards in the performance of their roles and responsibilities.

The mission of the Department of Higher Education is to ensure that Massachusetts residents have the opportunity to benefit from a higher education that enriches their lives and advances their contributions to the civic life, economic development, and social progress of the Commonwealth. To that end, the programs and services of Massachusetts higher education must meet standards of quality commensurate with the benefits it promises and must be truly accessible to the people of the Commonwealth in all their diversity.

### BOARD MEMBERS

Frederick W. Clark, Jr.  
Chairman

Kate Quigley  
Student Member

G.L. Peter Alcock, Jr.  
Vice Chairman  
State College Representative

Paul S. Reville  
*Ex Officio*

Mary-Elizabeth Beach

Henry Thomas  
University of Massachusetts Representative

Mario Borunda

Jeanne-Marie Boylan  
Community College Representative

John C. Brockelman

James Coyle

Charles Desmond

C. Bernard Fulp

Nancy Harrington



## Administrative Directory

### *Administrative Offices*

President	Dr. Ira H. Rubenzahl	16/233
Vice President, Academic Affairs	Stephen H. Keller	16/223
Vice Pres., Grants and Development/CFO	Dr. Janet D. Wanczyk	16/351
Vice Pres., Economic & Business Devel.	Thomas A. Goodrow	SEC
Vice Pres., Enroll. Mgmt./Student Affairs	Dr. Patrick E. Tighe	16/124
Vice Pres., Facilities	Eric R. Ness	16/131
Assistant to the President	Michael J. Suzor	16/231
Executive Assistant to the President	Ruthie Jablonski	16/233
Director of Public Relations and Publications	Setta McCabe	16/257

### *Deans of Academic Schools*

Arts, Humanities, and Social Sciences	Dr. Arlene Rodriguez	13/101
Business & Information Technologies	Dr. Leona R. Ittleman	2/215
Engineering Technologies	Adrienne Y. Smith	17/205
Liberal Arts Transfer & General Studies	Teresa Burr	17/210
Health and Patient Simulation	Michael Foss	20/204
Math, Sciences & Engineering Transfer	Dr. Robert Dickerman	17/315
Nursing	Mary Tarbell	20/309

### *Academic Affairs*

Assistant Vice President, Academic Affairs	Richard C. Parkin	16/327
Assistant Vice President, Academic Affairs	Christina Tighe	16/329
Registrar	Matthew Gravel	15/101
Director of Bilingual Services	Beatrice Szlajen (Part-time)	16/143
Director of Institutional Research	Dr. Lucie K. Lewis	16/323
Director of Cisco Systems Regional Academy & College Multimedia Services	Martin C. Benson	20/258
Director of Student Success Center	Kalema Muller	7/Success Center
Coordinator, Honors Program	David Winsper	13/113
Coordinator of Testing	Joanne Abodeeb	17/425
Director of Returning Adult Services	Susan Soffen	27/1st

### *Continuing Education*

Dean, Continuing Education & Distance Learning	Dr. Debbie L. Bellucci	16/339
System Administrator for Blackboard	Richard Collins, Jr.	27/155

### *Library Services*

Dean of Library Services	Tamson Ely	27/101
Reference Librarian	Barbara Wurtzel	27/121
Audiovisual Librarian	Lynn Kleindienst	27/121
Coordinator, Library Systems	Eric Warren	27/121
Catalog Librarian	Lynn Coakley	27/105

### *Verizon New England Next Step Program*

Program Administrator	Dr. Joseph Joyce Jr.	Technology Park
Business Manager	Gwynnetta Sneed	Technology Park

### *National Center for Information and Communications Technologies*

Chief Operations Officer	Dr. Joseph Joyce Jr.	Technology Park
Executive Director	Gordon F. Snyder Jr.	Technology Park
Co-Principal Investigator	James Downing	Technology Park
Co-Principal Investigator	Gary Mullett	Technology Park
Staff Assistant	Nina Laurie	Technology Park

## DIRECTORIES

### *Administrative Services*

Director of Purchasing and Business Services	Joseph DaSilva	16/204
Assistant Dir., Purchasing & Business Services	Francene Clinton	16/205
Director of Student Accounts	Judith LeDoux	15/1st
Director of Fiscal Affairs	Roger Bessette	16/205
Controller	Cathy Olson	16/203
Assistant Controller	Jonathan Tudryn	16/205

### *Economic and Business Development*

Asst. Vice Pres./Economic And Bus. Development	Mary Breeding	SEC/Tech Park
Director, Springfield Business Incubator	Deborah King	SEC/Tech Park
Director, Entrepreneurial Institute	Diane Sabato	SEC/Tech Park
Director, Program Devel. & Professional Services	James Beane	2/108
Director, Sales, Marketing and Contract Training	Paula Goodreau	SEC/Tech Park

### *Enrollment Management/Student Affairs*

Dean of Admissions	Louisa Davis-Freeman	16/110
Dean of Students	Raymond Blair	27/271
Director of Co-Op/Career Placement-Transfer Affairs	Pamela White	27/265
Director of Health Services	Jonathan Miller	20/320C
Director of Athletics	J. Vincent Grassetti	2/G07
Director of Marketing	Joan Thomas	16/107
Coordinator of Disabilities Services/ADA	Kris Kozuch	27/258
Coordinator of Student Activities and Development	Andrea B. Tarpey	17/118
Coord., Design & Production Services	Kerry F. Tufts	16/109

### *Facilities*

Director of Facilities	Michael Fern	7/206
Director of Security and Safety	David Siano	16/269
Director of Custodial Services	Edward Maia	17/110

### *Financial Aid*

Coordinator of Financial Aid Services	Mary Forni	15/205
Coordinator of Financial Aid Operations	Marilyn Sutin	15/205

### *Institutional Advancement*

Director of Grants	Deborah S. Koch	16/335
Grants Manager	Nate Leveille	16/351
STCC Foundation/Alumni Relations		
Executive Director	William Kwolek	16/351A
Director of Alumni Relations	Kathleen Tyler	16/343

### *Information Technology*

Chief Information Technology Officer	Eileen Cusick	2/103
Assistant Chief Info. Tech. Officer	David Ferry	2/315
Assoc. Dir. of Admin. Computing/ Telephone Network	Mark Curto	2/103C
Assistant Director/Administrative Computing	Ann Pandolfi	2/101
Asst. Dir. of Info. Technology/Acad. Comp.	Carlos Pedro	2/315
Network Systems Administrator	David Czech	2/103

## Department Chairs/Program Coordinators

Automotive Technology	Raymond Sbriscia	25/200
Biological Sciences	Ken Petit	2/529
Biotechnology	Dr. Lisa Rapp	2/515
Business Administration	Paul Thornton	2/231, 232
	Dr. Robert Rodgers	2/230
Chemistry	Mark Wells, Interim	17/331
Civil Engineering Technology	Dr. Theodore Sussmann	17/343
Clinical Laboratory Science	Susan Schneider	20/352
Computer Systems Engineering Tech.	Gary Mullett, Edward Bigos	17/635, 631
Computer Science Transfer	Zahi Haddad	17/309
Cosmetology	Marilyn Rovelli	20/420
Dental Assistant	Carol Giaquinto-Wojnarowski	20/203
Dental Hygiene	Carol Szlachetka	20/240
Developmental English	Nancy Pickett	13/202, 206
Diagnostic Medical Imaging	Richard Serino	20/302D
Nuclear Medicine	Richard Serino	20/302D
Radiography	Dr. Anthony Kapadoukakis	20/302F
Sonography	David Sloan	20/302E
Digital Media Production	LuAnne Carbaugh	2/716
Early Education and Care Studies	Dr. Lynne Quintin	13/329
Electrical Engineering Technology	Douglas Buckley	20/120
Electronic Systems Engineering Tech.	Gary Mullett, Edward Bigos	17/635, 631
Energy Systems Technology	Robert Bujak	32/103
Engineering and Science Transfer	Zahi Haddad	17/309
English	John Gately	13/210
English as a Second Language	Jill Mendez	13/314
General Studies	Marcia Sias	13/223
Graphic Arts Technology	Raymond Fontaine	14/204
Honors Program	David Winsper	13/217
Information Technologies	Kobi Shemesh	2/227
Computer Information Technologies	Brian L. Candido	
Health Information Technologies	Linda Belton (Interim)	2/214
Office Information Technologies	Linda Belton	2/214
Integrative Health Care	Bernadette Della Bitta Nicholson	20/302N
Massage Therapy	Bernadette Della Bitta Nicholson	20/302N
Interdisciplinary Health Studies	Cindy Fuller	20/418
Landscape Design and Management Tech.	Thomas Smith	17/339
Laser Electro-Optics Technology	Gary Mullett, Edward Bigos	17/635, 631
Law Enforcement/Criminal Justice	Dr. Bert Scannapieco	17/225
Liberal Arts Transfer	Mary Donovan	2/525
Mathematics	Richard Burns, Donna Bedinelli	17/412, 410
Mechanical Engineering Technology	Gary Masciadrelli	17/213
Medical Assistant	Connie Pettengill	20/514
Music	Kenneth Forfia	13/115
Nursing	Mary Tarbell	20/209
Occupational Therapy Assistant	Marianne Joyce	20/225
Physical Therapist Assistant	Dr. Linda Desmarais	20/322
Physics	Beth McGinnis-Cavanaugh (Interim)	17/339
Respiratory Care	Lee Robinson	20/516
Social Sciences	Dr. Louis Gentile	17/231
Surgical Technology	Mary Jane Rossman	20/344
Telecommunications Technology	Gary Mullett, Edward Bigos	17/635, 631
Visual and Performing Arts	Lawrence Slezak	28/200
World Languages	Anne Bonemery	13/323



## Administration, Faculty, and Professional Staff

- Albano, Roberta, A.S., Westbrook College; R.D.H., B.A., Springfield College; M.Ed., Springfield College; Dental Assistant
- Alves, Jason, A.S., Springfield Technical Community College; Network Technician, Information Technology
- Ammann, William, B.A., St. Anselm College; M.A., Boston College; M.B.A., Western New England College; PC/LAN Technician, Information Technology
- Andersen, James, B.S., University of Bridgeport; M.Ed., Westfield State College; Mass. Certification in Adult Education; Worcester State College; Developmental English
- Andrew, Kathleen, B.A., Trinity College; M.A., Boston College; Developmental English
- Bailey, Keith, B.A., UMass, Amherst, Grant Development Specialist
- Ballard, Megan V., B.A., M.A., Elms College; Grants Development Specialist
- Barton, Jourdana T., B.A., American International College, Staff Assistant, Human Resources and Multicultural Affairs
- Barufaldi, Paul, A.S., Springfield Technical Community College; B.A., American International College; M.A., Westfield State College; Electronic Systems Engineering Technology
- Bavieri, Shawn; B.S., Western New England College; Assistant Director of Security and Safety
- Beane, James M., A.S., STCC; B.S.B.A., Western New England College; Director, Program Development and Professional Services, Division of Economic and Business Development
- Beauchemin, Lillian, B.S.B.A., Western New England College; M.S., Western New England College; Information Technologies, Computer Information Technology
- \*Bedinelli, Donna, A.A., Springfield Technical Community College; B.S., American International College; M.S., University of Massachusetts; Mathematics
- Belemjian, Rhoda, B.S., Western New England College; M.B.A., Western New England College; Business Administration
- Belina, Amy, A.S., Holyoke Community College; B.A., Westfield State College; Sociology
- Bellucci, Debbie L., A.S., Springfield Technical Community College; B.S., Western New England College; M.B.A., Western New England College; Ed.D., University of Massachusetts Executive Director, STCC Foundation Press; Program Administrator, Microsoft Regional Academy; Program Coordinator, Verizon NextStep program at STCC; Dean, Continuing Education and Distance Learning
- \*Belton, Linda, A.S., Springfield Technical Community College; B.S., American International College; M.Ed., Cambridge College; Health, Office Information Technologies
- Benson, Martin, B.S., Towson State University; M.A.T., School for International Training; Ed.S., Utah State University; Director of Cisco Systems Regional Academy and College Multimedia Services
- Bessette, Roger, Jr., B.S.B.A., Western New England College; Director of Fiscal Affairs
- Betke, Elizabeth, B.A., SUNY Buffalo; M.S., SUNY Buffalo; D.Ed., University of Massachusetts; Occupational Therapy Assistant
- \*Bigos, Edward, B.S.E.E., Western New England College; Electronic Systems Engineering Technology cluster
- Blair, Raymond, B.A., University of Massachusetts; M.Ed., Springfield College; CAGS, Springfield College; Dean of Students
- Blanchette, Marcia J., B.A., Emmanuel College; M.A., Central Connecticut State University; Social Sciences
- \*Bonemery, Anne M., A.S., Springfield Technical Community College; B.A., American International College; M.A.T., American International College; Certified in English, Bilingual English, Spanish, Bilingual Spanish, French, Bilingual French; World Languages

- Breeding, Mary M., B.S., University of Florida; M.S., Virginia Commonwealth University; Assistant Vice President, Economic and Business Development
- Brewer, Lauren, B.S., University of Massachusetts; M.S., University of Massachusetts; Mathematics
- Brown, Eric S., A.A., Pasadena City College; B.A., California State University; M.Ed., Westfield State College; Social Sciences
- Brown, Jeanette, A.A., Springfield Technical Community College; A.S., Springfield Technical Community College; B.A., University of Massachusetts; M.Ed., University of Massachusetts; Transfer Counselor, Student Support Services
- \*Buckley, Douglas M., A.S., Springfield Technical Community College; B.S., Westfield State College; Voc. Ed. Cert. in Electronics; M.Ed., Westfield State College; Electrical Engineering Technology
- \*Bujak, Robert J., A.S., Springfield Technical Community College; B.S., Central Connecticut State College; M.Ed., Westfield State College; Energy Systems Technology
- Burns, Richard F., B.S., University of Massachusetts; M.A.T., American International College; Mathematics
- Burr, Teresa A., B.S., Springfield College; M.Ed., Springfield College; Dean, Liberal Arts Transfer and General Studies
- Burt, Austin, B.A., Hampshire College; M.S. Central Connecticut State University; Biology
- Camerota, Nicholas, B.A., American International College; M.A., American International College; Social Sciences
- Candido, Brian, A.S., STCC; B.S., Westfield State College; M.Ed., in Technology, Lesley University
- Capdeville, Michelle, B.S., Western New England College; Director of Human Resources and Multicultural Affairs
- \*Carbaugh, LuAnne H., B.A., University of Washington; M .Ed, University of Massachusetts; Digital Media Production
- Carey, Walter H., B.S., University of Massachusetts; M.S., University of Massachusetts; Ph.D., University of Massachusetts; Biological Sciences
- Carpenter, Deborah Heath, B.A., American International College; M.S., American International College; Director of Academic Advising
- Carras, Elizabeth, B.A., University of Massachusetts; M.A., Elms College; English as a Second Language
- Cebula, Eileen, B.A., Elms College; M.S., University of Massachusetts; CAGS, American International College; Developmental English
- Clinton, Francene, A.S., Springfield Technical Community College; Assistant Director of Purchasing and Business Services
- Coakley, Lynn, B.A., Bridgewater State College; M.L.I.S., University of Rhode Island; Cataloger/Head of Technical Services, Library

## DIRECTORIES

- Collins, Kamari, B.A., Springfield College; M.S., Springfield College; Academic Counselor,
- Collins, Richard, A.S., Springfield Technical Community College; Technical Support, Administrative Computer Center
- Connell, John H., B.S., Massachusetts Institute of Technology; Ph.D., University of Washington; Professor Emeritus
- Crosier, Janet, B.A., M.A., Norwich University, English
- Costa, George, A.S., Springfield Technical Community College; M.S., University of Massachusetts/Amherst; M.B.A., University of Massachusetts/Amherst; Civil Engineering Technology
- Cronin, Marion, National Certificate in Computer Programming, National Diploma in Business Information Technology, Letterkenny Regional Technical College; Ireland; Programmer/Analyst, Information Technology
- Curto, Mark, A.S., Springfield Technical Community College; Associate Director of Administrative Computing/Telephone Network, Information Technology
- Cusick, Eileen, B.S.B.A., University of Massachusetts; M.B.A., Western New England College; Chief Information Technology Officer
- Czech, David, A.S., Springfield Technical Community College; Network Systems Administrator, Information Technology
- Czuchra, Kenneth, A.S., Springfield Technical Community College; Lab Coordinator/ Technician; School of Arts, Humanities and Social Sciences
- Dhankher, Veena, M.A., University of India; M. Ed., University of Georgia; Ph.D., University of Georgia; SAS Data Coordinator
- DaSilva, Joseph, A.S., Holyoke Community College; B.S., Western New England College; Director of Purchasing and Business Services
- Davis-Freeman, Louisa, B.S., Springfield College; M.Ed., Springfield College; C.A.G.S., Springfield College; Dean of Admissions
- \*Della Bitta Nicholson, Bernadette, B.S., Springfield College; Bancroft School of Massage Therapy; M.S., Springfield College; Massage Therapy
- \*Desmarais, Linda C., B.S., Simmons College; Registered Physical Therapist; M.P.H., University of Massachusetts; D.P.T., Simmons College; Physical Therapist Assistant
- Dickerman, Robert W., B.A., Kenyon College; M.S., Rutgers University; Ph.D., University of Illinois; Biological Sciences, Dean, School of Math, Sciences, and Engineering Transfer
- DiVenuto, Virginia, B.S., University of Massachusetts; Staff Assistant, Engineering & Science Transfer
- \*Donovan, Mary H., B.A. Ohio University; M.A., Ohio University; Sociology / Anthropology, Liberal Arts Transfer
- Downing, James, A.S., Springfield Technical Community College; A.S., STCC; B.S., Western New England College; M.S., Western New England College; Telecommunications Technology; Co-Principal Investigator, National Center for Information and Communications Technologies
- Dupont, Carole, B.A., American International College; M.A., American International College; Biological Sciences
- Ely, Tamson M., B.A., Goucher College; M.S., Simmons College; M.A., University of Massachusetts; Dean of Library Services
- Emerson, Daniel J., B.A. in English, University of Colorado; B.A. in Neuroscience and Psychology, University of Colorado; M.A., Northeastern University; English
- Farley, Carole, B.S., American International College; M.Ed., American International College; Office Information Technologies
- Fern, Michael, A.S., Springfield Technical Community College; Director of Facilities



- Ferry, David, A.S., Springfield Technical Community College; Assistant Chief Information Technology Officer
- Fish, Arthur, PC/LAN Technician, Information Technology
- Fitzgerald, Marie Andree, B.A., Trinity College; M.Ed., Cambridge College; CRI, National Court Reporters Association; Office Information Technology
- Flaim, Denise, B.A., Georgetown University; M.A., Dartmouth College; English
- \*Fontaine, Raymond, A.A., Holyoke Community College; A.S., Springfield Technical Community College; B.A., University of Massachusetts; Graphic Arts Technology
- Forfia, Kenneth, B.A., University of Massachusetts; M.A., University of Massachusetts; Visual and Performing Arts
- Forni, Mary A., B.A., American International College; M.Ed., University of Massachusetts; Coordinator of Financial Aid Services
- Foss, Michael C., A.S., Pensacola Junior College; B.A., University of South Florida; M.Ed., University of South Florida; R.D.M.S., R.V.T., American Registry of Diagnostic Medical Sonographers; Dean, School of Health
- Fugiel, Lisa A., ANCC Certification, R.N., B.S.N., Salem State College; M.S.N., University of Phoenix; Nursing
- \*Fuller, Cindy, A.S., Springfield Technical Community College; B.S., Elms College; M.Ed., University of Massachusetts; Interdisciplinary Health Studies
- \*Gately, John F., B.A., University of Massachusetts; M.A.T., University of Massachusetts; English
- \*Gentile, Louis A., B.S., American International College; M.S., Springfield College; Ph.D., University of Maryland; Social Sciences
- Gervais, Ann P., B.A., Elms College; M.B.A., Western New England College; Business Administration
- \*Giaquinto, Carol, A.S., Springfield Technical Community College; B.S., University of Massachusetts; M.Ed., Westfield State College; Dental Assistant
- Gibson, Leah, B.S., University of Massachusetts; Financial Aid Counselor
- Glanville, Theresa, A.S.N., Cape Cod Community College; B.S.N., American International College; M.S.N., University of Massachusetts; Nursing
- Goodreau, Paula J., A.S., Springfield Technical Community College; B.S., American International College; M.B.A., American International College; Director of Sales, Marketing, and Contract Training, Division of Economic and Business Development
- Goodrow, Thomas A., A.S., Springfield Technical Community College; B.S., University of Massachusetts; M.Ed., Springfield College; Vice President, Economic and Business Development
- Grasseti, Jack Vincent, B.S., Springfield College; M.Ed., Westfield State College; Director of Athletics
- Gravel, Matthew S., B.A., University of Massachusetts/Dartmouth; Ed.M., Harvard University; Registrar
- Greene, Pamela B., A.A., Mt. Ida Jr. College; B.A., Universidad de las Americas; M.A., University of Massachusetts; English as a Second Language
- Groeneveld, Leonard, B.A., Colgate University; M.S., University of Rhode Island; M.S., Florida State University; Mathematics
- Gross, Cecelia, B.A., Howard University; M.A., Howard University; CAGS, Howard University; Cert. in Advanced Study in 16<sup>th</sup> Century English History, Corpus Christi College, Cambridge University; Social Sciences

## DIRECTORIES

- Gustavson, Carl, A.S., Springfield Technical Community College; Tech. Lab Coordinator, Physics
- \*Haddad, Zahi, A.S., Springfield Technical Community College; B.S., Western New England College; M.S.E.E., Worcester Polytechnic Institute; Engineering & Science Transfer
- Hall, Warren S., B.F.A., Massachusetts College of Art; M.S., University of Massachusetts; Civil Engineering Technology
- Hall-Gibbons, Shelby, B.S., American International College; M.Ed., Springfield College; CAGS, Springfield College; Counselor
- Hanrahan, Patricia, B.S. Salve Regina College; M.A., University of Massachusetts; Ph.D., University of Massachusetts; Director of Clinical Education
- Harrington, Linda Shea, B.A., Our Lady of the Elms College; M.A., Westfield State College; English
- Harrington, Sheila, B.A., University of Massachusetts; M.Ed., Westfield State College; Academic Coordinator, Student Support Services
- Hebert, Daniel C., B.A., Western New England College; B.S.B.A., Western New England College; J.D., Western New England College; Member of Massachusetts Bar and Florida Bar; Law Enforcement/Criminal Justice
- Henriques, Constance, A.S., Springfield Technical Community College; Help Desk Technician, Disability Services
- \*Hidalgo-Quesada, Rafael M., B.S., University of Costa Rica; M.S., University of Costa Rica; Ph.D., Northeastern University; Chemistry (*sabbatical leave fall 2008*)
- Hill, Vanessa A., Springfield Technical Community College; B.S., Mount Holyoke College; Mathematics
- Hilton, Sharon, B.S.D.H., Old Dominion College; M.Ed., Westfield State College; Dental Hygiene
- Hui, Richard, A.S., Springfield Technical Community College; PC/LAN Technician, Information Technology
- \*Hutchinson, Paula A., A.D.N., Quinsigamond Community College; B.S.N., Assumption College; M.B.A., Boston University; R.N., Certified Surgical Technologist; Surgical Technology
- Hyman, Dayna, B.S., University of Massachusetts; Financial Aid Counselor
- Ittleman, Leona R., B.A., American International College; J.D., Western New England College School of Law; Dean, School of Business and Information Technologies
- Jablonski, Ruthie, B.S., Elms College; M.A., University of Phoenix; Executive Assistant to the President
- Jacques, Deborah, B.S.N., Russell Sage College; M.S., Walden University; Nursing
- Jagowski, Richard, B.S.E.E., Western New England College; M.S.E.E., Western New England College; Electronic Systems Engineering Technology, Electronics Technology Cluster
- Jimenez, Juan Carlos, B.S., University of Massachusetts; M.Ed., University of Massachusetts; D.Ed., University of Massachusetts; Mathematics
- Johnson, F. Davis, B.A., St. Louis University; M.Ed., University of Massachusetts; English
- Jongbloed, Pamela, A.A., Palm Beach Community College; B.A., Florida Atlantic University; M.A., Florida Atlantic University; English
- Jordan, Jo Ann, B.A., University of Massachusetts; M.P.H., University of Massachusetts

Joyce, Joseph, Jr., A.B., Fairfield University; M.A., University of Southern California; Ph.D., University of Southern California; Program Administrator, Verizon New England Next Step Program and Chief Operations Officer, National Center for Information and Communications Technologies

\*Joyce, Marianne, A.A., Cape Cod Community College; A.S., North Shore Community College; B.S., Stonehill College; M.A., Westfield State College; Occupational Therapy Assistant

\*Kapadoukakis, Anthony, Certificate, Mass. General Hospital; B.S., American Institute of Holistic Theology; M.Ed., Cambridge College; Ph.D., American Institute of Holistic Theology; Radiography

Karnik, Arvind, B.S.E.E., University of Bombay; M.S.E.E., State University of New Jersey; M.S.E.E., Rensselaer Polytechnic Institute; Electronic Systems Engineering Technology

Keller, Stephen H., B.A., College of the Holy Cross; M.A., Trinity College; Vice President, Academic Affairs

King, Deborah, B.S., University of Vermont; M.S., Rensselaer Polytechnic Institute; Director, Springfield Business Incubator, Andrew M. Scibelli Enterprise Center

\*Kinsman, Julianne, B .A. University of Massachusetts; M .Ed. University of Massachusetts; Mathematics

Kleindienst, D. Lynn, B.A., Westfield State College; M.L.I.S., University of Rhode Island; Audio-Visual Librarian

Koch, Deborah, B.S., University of Maryland; M.P.A., Harvard University; Ph.D., Union Institute Graduate School; Columbia Technical Institute, Certificate in Cartographic Drafting; Director of Grants

Korzec, Michael, A.S., Springfield Technical Community College; Programmer/Analyst, Information Technology

Kozuch, Kris, B.S., Springfield College; M.Ed., Springfield College; Accommodations Specialist, Office of Disability Services

Krfitcher, Matthew, B.A., California University; M.S., Pittsburg State University

Kwolek, William A., B.S., Gannon University; Executive Director, STCC Foundation

LaFrancis, John S., A.S., Springfield Technical Community College; B.S., Central Connecticut State University ; M.Ed., Westfield State College ; Mechanical Engineering Technology

Lamontagne, Clare F., A.S., Springfield Technical Community College; B.S.N., American International College; M.S., University of Connecticut; Nursing

Laurie, Nina C., A.A., Holyoke Community College; B.A., Mount Holyoke College; M.S., University of Massachusetts; Staff Assistant, National Center for Information and Communications Technologies

Leslie, George J., A.B., Holy Cross College; M.S., University of Detroit; M.Ed., Westfield State College; Ed.D., University of Massachusetts; Biological Sciences

Leveille, Nathan, A.A., Holyoke Community College; B.A., Westfield State College; Grants Manager, Institutional Advancement

Leverett, Eddie, A.S., Lee Junior College; B.S., Springfield College; Assistant Director of Security and Safety

Lewis, Lucie, B.S., American International College; M.Ed., Springfield College; Ed.D., William Howard Taft University; Director of Institutional Research

LeDoux, Judith B.S. , University of Hartford, Director of Student Accounts

Lukas, Cheryl, B.F.A., Massachusetts College of Art; M.Ed., American International College; Graphic Arts Technology



## DIRECTORIES

- Luvera, Patricia, Mansfield Academy; Mass. Board of Cosmetology Certified Instructor; Cosmetology
- Maciaszek, Joseph W., A.S., Springfield Technical Community College; B.S., University of Massachusetts/Amherst; Ph.D., University of Massachusetts Medical School; Biological Sciences
- Magala, Michael D., B.A., Eastern Connecticut State University; M.A., University of Connecticut; Social Sciences
- Maia, Edward A., Director of Custodial Services
- Magnier, Jean-Marie, B.S., Colgate University; M.S., University of Massachusetts; Mathematics
- Martello, Jesse, A.S., Springfield Technical Community College; Staff Assistant, Automotive Technology
- Martin, Tammy Ann, A.S., Springfield Technical Community College; B.S., Elms College; Medical Assistant
- Maruca, ToniAnn, B.S., Westfield State College; Post-Secondary Transitions Coordinator/Counselor, Adult Basic Education Center
- \*Masciadrelli, Gary, B.S., Western New England College; M.S.M.E., Rennselaer Polytechnic Institute; Mechanical Engineering Technology
- Massa, Nicholas A., B.S., Western New England College, M.S., Western New England College; Ph.D., University of Connecticut Laser Electro-Optics Technology
- Mathison, Carol, L.M.H.C., B.S., Russell Sage; M.S., Springfield College; Counselor/ Generalist
- Maynard, Andrew R., B.S., SUNY Maritime University; M.B.A., Adelphi University; Computer Information Technologies
- McCabe, Setta, B.A., Simmons College; M.B.A., Western New England College; Director of Public Relations and Publications
- McCarthy, Margaret E., A.B., Wheaton College; M.S., University of Pittsburgh; M.S., University of Massachusetts; Ph.D., University of Massachusetts; Physics
- McClure, Patricia, B.S., American International College; M.B.A., American International College; Business Administration
- McColgan, Jacqueline, B.S.N., Lowell State; M.S.N., Boston University; Nursing
- McDonald, Lynn, B.A., University of Massachusetts; M.Ed., University of Massachusetts; Academic Counselor/Perkins Grant
- \*McGinnis-Cavanaugh, Beth, A.S., Springfield Technical Community College; B.S., University of Massachusetts/Amherst; M.S., University of Massachusetts/Amherst; Physics (interim)
- McKethan, Tracy, A.S., Holyoke Community College; B.S., Western New England College; MBA, Western Connecticut State University
- McLaughlin, Kathleen, Diploma, Baystate Medical Center School of Nursing; B.S., Fitchburg State College; M.S.N., University of Massachusetts; Nursing
- Meccouri, Linda L., M.Ed., Antioch University; Ph.D., University of New Mexico; Information Technologies
- \*Mendez, Regina (Jill), B.A., Fairleigh Dickinson University; M.A., Fairleigh Dickinson University; M.A.T., Fairleigh Dickinson University; English as a Second Language
- Merrill, Karen, A.S., Springfield Technical Community College; Facilities Liaison Administrator
- Meunier-Pare, Mary Jo, A.S., Holyoke Community College; B.S.N., American International College; M.S.N., University of Massachusetts; Nursing
- Miller, Jonathan L., A.S., Springfield Technical Community College; B.S., Western New England College; Physician Assistant cert., Springfield College; Director of Health Services
- Mistivar-Payen, Anne, B.S.N., Northeastern University; M.S.N., University of Phoenix; Nursing
- Moriarty, Mary A., B.A., University of Massachusetts; M.Ed., Springfield College; C.A.G.S., Springfield College; Ed.D., University of Massachusetts Amherst; Coordinator of Disabled Student Services/ADA (leave of absence July 2007-2009)

- \*Mullett, Gary J., B.S.E.E., University of Massachusetts; M.S.E.E., University of Massachusetts; Electronics Technology Cluster; Co-Principal Investigator, National Center for Information and Communications Technologies
- Muller, Kalema L., B.A., Rowan University; M.A., Marshall University; Specialist Certificate in Developmental Education, Kellogg Institute; Director of the Student Success Center
- Ness, Eric R., B.S., U.S. Coast Guard Academy; M.S., Boston University; Registered Professional Engineer; Associate in Risk Management certificate; Merchant Marine Master (Inland) and Second Mate (Oceans) licenses; Vice President, Facilities.
- Nicoli, Jo-Ann, B.S., Salem State College; M.Ed., University of Massachusetts; Certification for School Psychologist, Westfield State College; Office Information Technologies
- \*O'Brien, Maureen Hogan, B.A., University of Connecticut; M.Ed., Harvard University; Developmental English
- O'Hare, Suzanne, A.S., R.N., Holyoke Community College; B.S.N., Fitchburg State College; M.S.N., University of Hartford; Nursing
- O'Leary, Mary E., R.N., Providence Hospital School of Nursing; B.S., Boston College; M.S., Boston College; J.D., Western New England College; Ed.D., University of Massachusetts; Dean Emerita
- Olmsted, Gail, B.S., Central Connecticut State University; M.B.A., University of New Haven; Business Administration
- Olson, Catherine, B.S.B.A., Western New England College; Controller
- Ortiz, Yaritza, Technical Consultant; Center for Business and Technology
- Pandolfi, Ann L., A.S., Springfield Technical Community College; Assistant Director, Information Technology
- Parenteau, Robert, B.B.A., Western New England College; B.A., Southwestern College; B.S., Westfield State College; M.Ed., University of Massachusetts; M.Div., Yale Divinity School; Mathematics
- Parkin, Richard C., B.A., American International College; M.A., Bowling Green State University; C.A.G.S., Carnegie-Mellon University; Assistant Vice President, Academic Affairs
- Pedro, Carlos, A.S., Springfield Technical Community College; B.S.B.A., Western New England College; Assistant Director of Information Technology/Academic Computing, Information Technology
- Perrelli, Esther, R.R.T., A.S., Springfield Technical Community College; B.A., University of Massachusetts; Respiratory Care
- \*Petit, Kenneth E., B.S., Kent State University; M.S., Southern Connecticut State University; Biological Sciences
- \*Pettengill, Cornelia, A.S., Springfield Technical Community College; B.S., University of Massachusetts; M.Ed., University of Massachusetts; Medical Assistant
- Piccus, Megan C., B.S., University of Massachusetts; M.S., Rennselaer Polytechnic Institute; Mechanical Engineering Technology
- \*Pickett, Nancy, B.A., Mount Holyoke College; M.A., Mount Holyoke College; Developmental English
- Poe, Brandon H., B.S., University of North Carolina Chapel Hill; Ph.D., Wake Forest University School of Medicine; Biological Sciences
- Powers, Thomas H., B.F.A., Maryland Institute College of Art; M.F.A., Queens College; Digital Media Production
- Pryor, Dorothy Jordan, A.B., Fisk University; M.A., University of Chicago; Professor Emerita
- \*Quintin, Lynne D., B.A., Elms College; M.Ed., American International College; Ed.D., Johnson and Wales University; Early Education and Care Studies
- \*Rapp, Lisa, B.S., University of Massachusetts, Ph.D., University of Connecticut; Biological

## DIRECTORIES

### Sciences, Biotechnology

Raverta, Sharon, B.A., American International College; M.S.T., American International College; Biological Sciences

Remillard, Theresa M., B.A., University of Massachusetts; Staff Assistant, Registrar's Office

Rice, Nan E., A.A., Springfield Technical Community College; B.A., Westfield State College; M.S., Westfield State College; Social Sciences

Rice, Dennison G., B.A., Calvin Coolidge College; M.A., Emerson College; English

Rivera-Sablak, Myrna, B.S., American International College; M.Ed., American International College; Coordinator of Student Success Services

\*Robinson, Lee, R.R.T. A.S., Triton Jr. College; B.A., Westfield State College; M.Ed., Westfield State College; Respiratory Care

Rochford, Peter, A.S., R.N. Springfield Technical Community College; B.S.N., University of Massachusetts; M.S.N., University of Massachusetts; Nursing

\*Rodgers, Robert, B.A., University of Massachusetts; J.D., Northeastern University School of Law, Member of Massachusetts Bar; Business Administration

Rodriguez, Arlene, B.A., Fordham University; M.A., Lehigh University; Ph.D., University of Massachusetts; Dean, School of Arts, Humanities, and Social Sciences

Rodriguez-Garcia, Elsie, B.A., Elms College; Enrollment Counselor

Rosado, Diana, A.S., Holyoke Community College; Staff Assistant Financial Aid

Rossi, Michael V., B.A., University of Hartford; M.Ed., Springfield College; Admissions Counselor

Rossmann, Mary Jane, A.S., Springfield Technical Community College, Surgical Technology

\*Rovelli, Marilyn, A.A., Springfield Technical Community College; Mass. Board of Cosmetology Certified Instructor; B.S., Westfield State College; Cosmetology

Rubenzahl, Ira H., B.A., Princeton University; Ph.D., Massachusetts Institute of Technology; President

Ruderman, Philip, A.A.S., Rochester Institute of Technology; B.S., Rochester Institute of Technology; M.S., Rochester Institute of Technology; Graphic Arts Technology

Ryan, Denise, R.D.H., Forsyth School of Dental Hygiene; B.S., Boston University; M.S., Columbia University; Dental Hygiene

Ryppy-Pori, Tuula, A.A., Holyoke Community College; B.A., Smith College; M.A.T., Elms College; English as a Second Language

Ryzewicz, Diane R., B.S., St. Michael's College; M.S., University of Vermont; Mathematics



- Sabato, Diane, A.S., Springfield Technical Community College; B.A., University of Manitoba; M.Ed., Framingham State College; Director of STCC Entrepreneurial Institute
- Sainsbury, Diane G., B.S.M.E., Union College; M.B.A., University of Massachusetts; Mechanical Engineering Technology
- Santos, Luz, A.S., Springfield Technical Community College; Assistant Controller
- Sasser, Tara, B.A., Springfield College; M.Ed., Springfield College; Counselor for Students with Disabilities
- Saunders, Luanna, H., A.A., Springfield Technical Community College; Staff Assistant for the Vice President of Academic Affairs
- Sausville, Sherry, B.A., American International College; M.Ed., American International College; C.A.G.S., American International College; Developmental English
- \*Sbriscia, Raymond, A.S., Springfield Technical Community College; B.S., Fitchburg State College; Master Certification/Advanced Engine Performance, Automotive Service Excellence (ASE); Automotive Technology
- \*Scannapieco, Bert, B.A., American International College; J.D., Western New England College School of Law, Member of Massachusetts Bar; Law Enforcement/Criminal Justice
- \*Schneider, Susan A., B.S., University of Lowell; Clinical Laboratory Science
- Scibelli, Andrew M., B.A., St. Anselm's College; M.Ed., Boston State College; Ed.D., University of Massachusetts; President Emeritus
- \*Serino, Richard, A.S., Yale/New Haven; B.S., Worcester State College; M.Ed., Worcester State College; Diagnostic Medical Imaging, Nuclear Medicine
- Shemesh, Yaakov, A.S., Hartford State Technical College; B.S. University of Hartford; M.S., Brandeis University; Computer Information Technologies
- Sheng, Xiaoling (Sharon), B.S., Beijing University of Technology; M.E., Beijing University of Technology; Ph.D., Tulane University; Engineering and Science Transfer
- Siano, David, A.S., Springfield Technical Community College; B.S., American International College; Director of Security and Safety
- \*Sias, Marcia, B.A., Westfield State College; M.A., Westfield State College; English, Chairperson and Curriculum Coordinator, General Studies
- Siciliano, Michael, B.S., Western New England College; M.Ed., Westfield State College; Energy Systems Technology
- Silvestri, Antonio, B.S.E.E., Western New England College; M.S.C.O.I.N.S., University of Massachusetts; M.S.E.E., Western New England College; Engineering and Science Transfer; webmaster
- \*Slezak, Lawrence, B.S., State University of New York; M.F.A., University of Massachusetts; Amy H. Carberry Fine Arts Gallery Director; Visual and Performing Arts, Web Designer
- \*Sloan, David J., A.S., Middlesex Community College; B.A., Framingham State College; Sonography
- Smith, Adrienne Y., B.S.E.E., Western New England College; Master of Engineering Management, Western New England College; Dean, School of Engineering Technologies
- Smith, Myra D., B.S., Springfield College; M.Ed., Cambridge College; Vice President, Human Resources and Multicultural Affairs
- Smith, Thomas P., A.S., Springfield Technical Community College; B.S., University of Massachusetts; Landscape Design and Management Technology
- Smith, Vonetia M., B.A., Hampton University; Staff Assistant, Admissions
- Sneed, Gwynnetta J., B.S., Florida A&M University; M.S., Florida A&M University; Business Manager, Verizon New England Next Step Program
- Snyder, Diane, B.S.E.E., Western New England College; Electronic Systems Engineering Technology
- Snyder, Gordon F., Jr., B.S.M., University of Massachusetts; B.S.M.T., University of

## DIRECTORIES

- Massachusetts; M.S.E.E., Western New England College; Electronic Systems Engineering Technology; Executive Director, National Center for Information and Communications Technologies
- Soares, Eliano, A.S., Springfield Technical Community College; Staff Assistant/ Electronic Systems Engineering Technology
- Soares, Ramiro, A.S., Springfield Technical Community College; Master Certification, Automotive Service Excellence (ASE); Automotive Technology
- Stephenson, Amy, B.A., University of Wisconsin; M.A., University of Massachusetts/ Amherst; Social Sciences
- Strzempko, Monica N., B.A., Boston University; M.S., Northeastern University; MA Teachers Certification in Biology; Biological Sciences
- Sturtevant, Richard, A.S., Berkshire Community College; B.S.E.E., University of Massachusetts; M.Ed., Westfield State College; Electrical Engineering Technology
- Sullivan, Mary, B.S.N., St. Anselm College; M.S.N., University of Massachusetts; Nursing
- Sullivan, Noreen P., A.S., Springfield Technical Community College; B.S., Westfield State College; M.Ed., American International College; Medical Assistant
- \*Sussmann, Theodore R., A.S., Springfield Technical Community College; BSCE, University of Massachusetts; MSCE, University of Massachusetts; Ph.D., University of Massachusetts; Civil Engineering Technology
- Sutin, Marilyn, B.A., Richmond College; M.Ed., Springfield College; Coordinator of Financial Aid Operations
- Suzor, Michael J., B.A., College of the Holy Cross; M.A., Columbia University; M.Ed., Columbia University; Assistant to the President
- \*Szlachetka, Carol, A.S., Springfield Technical Community College; B.S., Westfield State College; M.N.S., Worcester Polytechnic Institute, Dental Hygiene
- Tamarkin, Dawn A., Manchester Community College; B.S., Union College; Ph.D., University of Arizona; Biological Sciences
- \*Tarbell, Mary, A.S., Springfield Technical Community College; B.S.N., American International College; M.S.N., Saint Joseph College; Dean of Nursing
- Tarpey, Andrea B., B.A., Western New England College; M.Ed., Springfield College; Coordinator of Student Activities and Development
- Tenerowicz, Michael, A.S., Holyoke Community College; B.S., American International College; M.B.A., American International College; Business Administration
- Tenczar, Julian, A.S., Springfield Technical Community College; Staff Assistant, Engineering Technologies
- Thomas, Joan, A.S., Springfield Technical Community College; B.A., Smith College; Director of Marketing
- Thomes, Karen Polastray, A.A., Springfield Technical Community College; B.A., Smith College; M.Ed., Cambridge College; Academic Counselor, Student Support Services
- \*Thornton, Paul B., B.A., Ohio University; M.Ed., Suffolk University; MBA, American International College; Business Administration
- Tigue, Christina, B.S., Salem State College; M.S., Syracuse University; Assistant Vice President, Academic Affairs
- Tigue, Patrick, B.A., Framingham State College; M.S., Syracuse University; Ed.D., University of Massachusetts; Vice President, Enrollment Management/Student Affairs
- Tipaldi, Elizabeth, B.S., University of Connecticut; M.Ed., Springfield College; Mass. re-certification in English, reading, history; Developmental English
- Tomkiel, Diane, Cosmetology Certificate, Springfield Technical Community College; Mass. Board of Cosmetology Certified Instructor; Cosmetology
- Trader, Sandra, B.A., University of Connecticut; M.S.O.D., American International College;

## Career Counselor, Student Support Services

- Tudryn, Jonathan, B.S., American International College; M.B.A., American International College; Associate Controller
- Tufts, Kerry F., B.A. Simmons College; Coordinator of Graphics and Production Services
- Tyler, Kathleen, B.A., University of Massachusetts, Amherst; M.Ed., University of Massachusetts, Amherst; Certificate in Fundraising Management, Bay Path College
- Vangel, Peter, A.S., Springfield Technical Community College; B.S., University of Massachusetts; M.S.E.E., Rensselaer Polytechnic Institute; Laser Electro-Optics Technology
- Vigorita, Valerie, B.A., American International College; M.S.W., University of Connecticut; Sociology/Anthropology
- Wakelin, John, A.S.A., Broome Community College; B.A., Binghamton University; Digital Media Production
- Walch, Erica, B.A., University of Massachusetts; M.Ed., Elms College; World Languages
- Wanczyk, Janet, A.S., Springfield Technical Community College; B.B.A., University of Massachusetts; M.S., University of Massachusetts; Ed.D., University of Massachusetts; Vice President, Grants and Development/CFO
- Warren, Eric L., B.A., San Diego State University; M.L.S., University of Rhode Island; Library Systems Coordinator
- \*Washburn, Barbara, BSEE, Western New England College; MSEE, Tufts University; Electronics Systems Engineering Technology
- Weisner, Stephen G., A.A., Rockland Community College; B.A., Richmond College; M.A.T., University of Massachusetts; Ph.D., University of Massachusetts; Sociology Wells, Mark, B.S., University of Arkansas at Little Rock, M.S., University of Texas at Dallas, Ph.D., University of Texas at Dallas; Chemistry
- Werner, Jennifer A., B.S., Pennsylvania State University; Horticulture; M.S., North Carolina State University; Horticultural Science; University of Massachusetts at Amherst, Teacher Certification Program; Horticulture
- White, Charles W., A.S., Springfield Technical Community College; B.A., School of Visual Arts NY; Graphic Arts Technology
- White, Gwendolyn B., B.A., Albertus Magnus College; M.S., Columbia University; English
- White, Pamela, B.S., American International College; M.A., American International College; M.B.A., Western New England College; Director, Cooperative Education/ Career Services and Transfer Affairs
- Willard, Patricia, A.S., Dental Hygiene, STCC; B.A., University of Massachusetts, Boston; M.S., University of Massachusetts, Lowell
- Wilusz, Paul, B.A., University of Connecticut; Dental Hygiene
- \*Winsper, David, B.A., Vassar College; M.A.T., University of Massachusetts; Developmental English; Honors Program



## DIRECTORIES

Woble-Valenski, Margaret, B.S., Russell Sage College; M.A., Central Connecticut State University; D.P.T., Simmons College; Physical Therapist Assistant

Woshinsky, Donna, R.N., BSN, University of Connecticut; MSN, University of Hartford; Nursing

Wurtzel, Barbara S., B.A., State University of New York; M.L.S., State University of New York; Reference Librarian

Zagarins, Juris, B.S., Tufts University; Mat. Eng., Massachusetts Institute of Technology; Engineering and Science Transfer

Zarse, Stephanie, B.S., University of California Davis; B.S.D.H., University of California San Francisco; M.S.D.H., University of Missouri; Dental Hygiene

Zenor, Jean, B.A., University of Massachusetts; M.Ed., University of Massachusetts; English as a Second Language

\*DEPARTMENT CHAIRPERSON/PROGRAM COORDINATOR

## Part-time Faculty and Professional Staff

Adair, Carolyn, M.A., Westfield State College

Alcabes, Ruth Ann, B.A., Yale University; J.D. New York University School of Law, M.L.S., Southern Connecticut State University; Reference Librarian

Arnold, Cynthia, B.A., American University; M.A., New York University; M.A., University of Leicester; Developmental English

Barocas, Jack, B.S., Brooklyn College; M.S., University of Massachusetts; Ph.D., University of Massachusetts; Chemistry

Barocas, Susan, M.S., University of New Hampshire

Bennett, Mary, A.B., Mount Holyoke College; Biological Sciences

Benoit, Sharon, A.S., Springfield Technical Community College; B.S., University of Massachusetts; M.S., University of Massachusetts; Computer Information Technology

Berryman, Antoinette, Surgical Technology

Bloomfield, Paul, M.A., Boston University; Developmental English

Bodnar, Julie, M.A. Westfield State College; English

Boinay, Veronica, A.S., Springfield Technical Community College

Bonavita, Carmela, A.S., Springfield Technical Community College; Athletics

Bonemery, Fatima; Arabic

Brandoli, Lawrence, M.Ed., Cambridge College; Fire Science

Brinkmann, Holly, B.S., Westfield State College; Biological Sciences

Brown, Eric, A.A., Pasadena City College; B.A., California State University; M.Ed., Westfield State College; Psychology

Buczko, Stephen, M.A., Westfield State College; Automotive

Buonome, Peter, M.S., University of New Haven; Fire Safety

Bureau, Paul, M.B.A., American International College

Cantin, Robert, B.A., University of Massachusetts; Mechanical Engineering

Carey, Judith B., B.S., Political Science, University of Denver; M.S., Microbiology/Immunology, University of Wyoming; Biological Sciences

Cavallo, James, M.Ed., University of Massachusetts; Economics

Ciesla, Deborah, B.S., University of Bridgeport; Dental Hygiene

Connery, Brian, M.Ed., Westfield State College; History

Cook, Anthony, M.S.W. Admin., University of Connecticut; Economics

Cook, MaryJane, M.A., American International College; English

Cookish, Rick, A.S., Springfield Technical Community College; Mechanical Engineering

Corbeil, Margaret, A.S., Springfield Technical Community College; B.A., Westfield State College; M.Ed., Cambridge College; Visual and Performing Arts

Dalessio, Phillip, M.A., American International College; Biology

Darcy, Denise, A.S., Springfield Technical Community College; Dental Hygiene

Dayton, John, B.S., Stevens Institute of Technology; M.S., University of Connecticut; Ph.D., University of Connecticut; Physics

Degree, Laurie, Mass. Board of Cosmetology Certified Instructor; Cosmetology

Dias, Ellie, M.Ed., Westfield State, MA; Biology

Donohue, Paul, D.M.D., NY University School of Dentistry; Dental Hygiene

Donnelly, Gerard, B.A., Bridgewater State College; Faculty Coordinator, Cooperative Education/Career Services and Transfer Affairs

## DIRECTORIES

- Dragon, Joseph, M.A., Westfield State College; English
- Drake, Dennis, B.S., University of Denver; Ph.D., University of Kansas; Chemistry
- Driscoll, Maura, B.A., St. Joseph's College; Biology
- Duclos, Francis R., B.A., American International College; M.Ed., Westfield State College; Mathematics
- Duffy, Dan, M.Ed., University of New Hampshire; History
- Dvorchak, Barbara, B.A., Elms College; M.S., Northeastern University; Mathematics Dykstra, Joy, B.S., Calvin College; M.Ed., Springfield College; Disabilities Services/Career Counselor
- Edwards, Maria; Health
- Evarts, Loren, M.S., University of Bridgeport; Music
- Fioretti, Cynthia, B.S., Springfield College; Computer Information Technologies
- Fitzgerald, Thomas, M.S. University of New Haven; Criminal Justice
- Foss, Gail, M.S., Westfield State College; Biology
- Gagnon, Jeff, B.S., University of Massachusetts; M.S., University of Massachusetts; M.S., Springfield College; Mathematics
- Garvey, Sandra, Ph.D., University of Connecticut; Early Childhood Education
- Gibbs, William E., B.A., American International College; M.B.A., Western New England College; Graphic Arts Technology
- Gordon, Jennifer, B.S., SUNY Oneonta; M.S., Georgia Southern University; D.P.E., Springfield College; Biological Sciences
- Gorman, Renae, Physical Therapist Assistant
- Grassetti, Sheila, B.A., Smith College; Mathematics
- Gregorski, Mitchell, B.B.A., American International College; M.B.A., American International College; Business Administration
- Groeneveld, Myrta, B.S., Westfield State College; Mathematics
- Guerra, John, M.Ed., American International College; Psychology
- Guidi, Bret, A.S., Springfield Technical Community College; Respiratory Care
- Hart, Marcine, A.S., Springfield Technical Community College; ASCP; B.S., University of Massachusetts; Clinical Laboratory Science
- Herd, William B., A.S., Holyoke Community College; B.S. American International College; M.B.A., Western New England College; Business Administration
- Higbee, Audrey, M.S.N., University of Massachusetts; Psychology
- Hosmer, David, B.S., Central Connecticut State University; Mechanical Engineering
- Howell, Sandra, M.Ed., Westfield State College; Medical Assisting
- Howell-Snow, Elise, B.S., Ball State University; B.F.A., Ball State University; M.F.A., Virginia Commonwealth University; Visual and Performing Arts
- Humphries, Gina, B.S., Massachusetts School of Pharmacy and Allied Health Sciences; Dental Hygiene
- Humphries, William, M.B.A., American International College; Entrepreneurship
- Hutchinson, Paula, M.B.A., Boston University; Management
- Jette, Gail E., A.S., Springfield Technical Community College; Mass. Certified Horticulturist; Landscape Design and Management Technology
- Jones, Pamela, M.Ed., American International College; English
- Joyal, Matthew; Mechanical Engineering
- Judge, Aaron, M.S., University of Massachusetts
- Kasunick, Richard, B.A., Worcester State College; M.Ed., Antioch University; Developmental English



- Kelliher, Michael, D.M.D., Tufts School of Dental Medicine; Dental Hygiene
- Kiernan-Campbell, Nancy, A.S., Springfield Technical Community College; B.S., University of Massachusetts; M.P.H., University of Massachusetts; Clinical Laboratory Science
- Killian, David, A.S., ARRT(R), Baystate Medical Center, Radiography
- King, Deborah, M.S., Rensselaer Polytechnic Institute; Finance
- Konjusha, Bujar, B.S., University of Prishtina; M.A., Central Connecticut State University; Mathematics
- Kozlak, Carolyn, B.S., Stonehill College; Clinical Laboratory Science
- Kwapien, Carol, R.N., Baystate Medical Center; B.S., St. Joseph's College; Environmental and Occupational Safety Technology
- Lalone, Helen; Electrical Engineering
- Lambert, Ernest; Mechanical Engineering
- Landis, John, M.D., Chief of Pulmonary Services, Baystate Medical Center, Respiratory Care
- Landquist, Caroline A.S., Springfield Technical Community College; Health
- Langone, James, M.S., Rochester Institute of Technology; Graphic Arts Technology
- Langone, Joseph, M.A., Western New England College; Graphic Arts Technology
- Leonard, Ellen, M.Ed., American International College; English
- Lindner, Debra, M.Ed., Westfield State College; English
- Lococo, Kathy, R.R.T.; Respiratory Care, Mercy Hospital; Respiratory Care
- Ludwig, Vicky L., B.A., Ithaca College; M.A., Brown University; M.L.S., Simmons College; Reference Librarian
- Margolis, Maureen, DMD, Tufts School of Dental Medicine, Dental Hygiene
- Markey, Jennifer, M.A. University of Wisconsin at Madison
- Mason, Barry, B.S., Fairleigh Dickinson University; Electrical Engineering
- Mavrelion, Cleo Stavarakis, B.A., American International College; M.S., Springfield College; Foreign Languages
- McCaffrey, Edward; Computer Information
- McCarthy, Beverly I., A.S., Berkshire Community College; B.S., Salem State College; M.A.T., American International College; Ed.D., University of Massachusetts; CRI, CPE, National Court Reporters Association; Office Information Technologies
- McCarthy, Kathy, M.Ed., University of Massachusetts; Biology
- McDonald, James A., B.S., University of Massachusetts; M.S., American International College; Mathematics
- Mish, Judith E., B.S.B.A., University of Minnesota; M.A., University of Minnesota; Developmental English
- Moquin, David, M.A., Westfield State College; Electrical Engineering
- Mullett, William S., B.A., American International College; M.Ed., University of Massachusetts; Physics
- Nadeau, Kathleen, A.S., Springfield Technical Community College; Dental Hygiene
- Nash, Michele, B.S., University of Massachusetts; Biological Sciences
- Nitti, Paul, B.S., Georgetown University; M.D., Free University of Brussels (Belgium); Diplomate, American Board of International Medicine; Biological Sciences
- Norbis, Mario, B.A., Central University of Venezuela, M.A., University of Massachusetts; Ph.D., University of Massachusetts; Foreign Languages
- Nostin, Thomas, B.B.A., M.B.A., American International College
- O'Donoghue, Phillip, M.F.A., Smith College
- Oswowski, Anne, DMD, Tufts University School of Dental Medicine; Dental Hygiene

## DIRECTORIES

- O'Sullivan, Maureen, M.Ed., Westfield State College
- Patterson, Kenneth, A.A., American International College; B.A., American International College; M.Ed., Cambridge College; Ph.D., Lacrosse University; Mathematics
- Peacy, Bruce, A.S., Springfield Technical Community College
- Pead, Beverly; Early Childhood Education
- Pease, Stacy, B.A., B.S., M.S., University of Massachusetts; Biological Sciences
- Peck, Allan, B.S.E.D., Westfield State College; M.A., Rutgers University; Computer Information Technology
- Polga, Kit, B.A., Smith College, M.A., University of Kent; English
- Poth, Alicia V., B.A., St. Anselm College; Ph.D., Pennsylvania State University College of Medicine; Biological Sciences
- Pringle, Larry, A.S., Adirondack Community College; B.S., Castleton State College; M.Ed., Westfield State College; M.N.S., Worcester Polytechnic Institute, Chemistry
- Quinn, Joan, Mass. Board of Cosmetology Certified Instructor; Cosmetology
- Raffio-Quartz, Nancy, B.S., University of Massachusetts; Biological Sciences
- Ramah, James, B.A., American International College; Mathematics
- Ramah, Russell, M.S., American International College; Programming
- Randall, Linda B., A.A., Springfield Technical Community College; M.Ed., University of Massachusetts; Sociology
- Raschilla, James, M.S., Lesley College; English
- Reifenstahl, Dean, DDS, University of Iowa College of Dentistry; Dental Hygiene
- Reine, Samar L., B.S., Florida Metropolitan University; M.B.A., American International College; Economics
- Richards, Edward, M.B.A., University of Hartford; Fire Safety
- Roberts, Carol, M.Ed., University of Massachusetts; Psychology
- Roberts, Donald, B.S.Ed., Westfield State College; M.Ed., Westfield State College; Mathematics
- Robbins, Kenneth, DDS, University of Pennsylvania; Dental Hygiene
- Roosa, Douglas, B.S., Furman University; Mathematics/Physics
- Root, Stephen, D.M.D., MAGD, Temple University School of Dentistry; Dental Hygiene
- Ryan, James G., B.A., Clark University, M.Ed., Springfield College; Sociology; CAGS, Springfield College; Social Sciences
- Ryan, Carolyn K., R.N., B.S.N., University of Massachusetts/Amherst; Medical Assistant
- Sarrette, Brandy, B.S., Framingham State College; Biology
- Sarrette, Damian, B.A., Westfield State College; English
- Sasso, Linda, M.Ed., Westfield State College; Spanish
- Sawtelle, Kathleen, Certified Surgical Technologist, Surgical Technology

- Schaedler, Barbara M., A.A.S., SUNY Farmingdale; B.S., University of Georgia; M.A., New School of Social Research; Landscape Design and Management Technology
- Scharbaai, Christina, M.Ed., Cambridge College; Computer Information Technology
- Schlegel, Laura, M.Ed., University of Massachusetts; English
- Scibelli, Steven, J.D., Boston University
- Scully, Suzanne, A.S., Asnuntuck Community College; A.A., Springfield Technical Community College; A.S., Springfield Technical Community College, B.F.A., University of Massachusetts; Graphic Arts Technology
- Shea, Dr. John E., Psychological Consultant, Counseling Center
- Sipitowski Joseph; Mechanical Engineering
- Skaza, Sydney, B.A., Westfield State College; Mathematics
- Skelton, Russell R., B.A., History, University of Massachusetts; B.S., University of Massachusetts; Computer Information Technologies
- Soutra, Marcus, M.A., American International College; Sociology
- Spies, Wayne, B.B.A., Iowa State University; M.B.A., Yale University; Computer Information Technologies
- St. Amant, Julie, R.R.T., B.A., Central Connecticut State University; Respiratory Care Stewart, Janiece R., B.S., Brooklyn College; M.Ed., University of Massachusetts; Sociology
- Swanker, Susanne, Ph.D., University of Massachusetts; Chemistry
- Szlajen, Beatrice, A.A., Havana Business College; M.Ed., University of Massachusetts; Director of Bilingual Services
- Taupier, Joris, M.S., Applied Mathematics/Mechanical Engineering, Ecole Nationale des Ponts et Chaussees, Paris, France; Biological Sciences
- Tetreault, Carolyn, M.A., Boston College; English
- Tombs-Hartling, Karen, B.A., Smith College; M.S., University of Massachusetts; Biological Sciences
- Tomkiel, Carol, M.A., Georgetown University; English
- Torchia, John, DMD, Fairleigh Dickinson University; Oral & Maxillofacial Surgery Certificate, University of Connecticut; Dental Hygiene
- Torrence, Sandra, M.Ed., American International College; English
- Totoe-Boakye, Harriet, M.S., Wright State University; M.S., University of Massachusetts; Ph.D., University of Massachusetts; Chemistry
- Travis, Arthur, M.Ed., Cambridge College; Programming
- Ushe, Fides, M.S., University of Rochester; Mathematics
- Vassos, George, D.M.D., Tufts Dental School; Harvard University VA Program; Dental Hygiene
- Verville, Richard F., B.B.A., Western New England College; M.B.A., Western New England College; Cert., Harvard Business School; Business Administration
- Vossen, Steve, M.Ed., Westfield State College; History
- Walter, L. Douglas, B.S.B.A., Western New England College; Computer Information Technology
- Warman, Frederic, M.S., Springfield College; Psychology
- White, William, B.S., University of Connecticut; M.S., Rennselaer Polytechnic Institute; Engineering Sciences
- Willard, Patricia, A.S., Springfield Technical Community College; B.A., University of Massachusetts Boston; M.S., University of Massachusetts Lowell; Dental Hygiene
- Williams, Adam C., B.A., Ohio State University; M.L.S., Simmons College
- Wilson, Rodney, B.S., Southeast Missouri State College; M.A., University of Massachusetts; Coordinator, Adult Basic Education
- Wilson, Teresa, B.A., Alliance College; M.A., American International College; M.Ed., American



## DIRECTORIES

International College; Adult Basic Education Counselor

Wyzik, Susan, A.A., Springfield Technical Community College; B.A., Mt. Holyoke College; History  
Yando, Raymond, B.S., University of Massachusetts; M.S., Worcester Polytechnic Institute;  
Mathematics

Yapo, Alphonse, B.A., M.S., University of Provence, Marseille, France; M.A., Central Connecticut  
State University; Mathematics

Zaiken, Judith, M.B.A., Western New England College; Marketing

## Clinical Faculty-Health Sciences

### CLINICAL LABORATORY SCIENCE

Blake, Virginia, M.T.(ASCP), MHS, Service Coordinator, Baystate Reference Lab

Cote, Michelle, B.S., MT(ASCP); Lab Manager, Hampden County Physicians

Ely, Joseph, M.T., (ASCP), B.A., Administrative Director of the Laboratory, Noble Hospital Faust,  
Marilyn, MLT(ASCP); Lab Supervisor, Johnson Memorial Hospital

Hassiotis, Peter, B.S., M.T. (ASCP), M.B.A.; Microbiology, Baystate Medical Center Heinz, Vicki,  
MT (ASCP), Admin. Lab Director, CNE Health Alliance

Lakoma, Dorothy, M.T., (ASCP), S.C., QA Manager, Life Laboratories

Moore, Lori, M.T., (ASCP), M.Ed.; Clinical Coordinator, Berkshire Medical Center

St. Jean, Pamela, M.T., (ASCP), M.A., Lab Manager, Cooley Dickinson Hospital

Shizume, Timothy, M.D.; Lab Manager, Wing Memorial Hospital

Sickler, Sherry, M.T., (ASCP), B.S., Supervisor, Laboratory Service, Veterans  
Administration Medical Center

Sirorska, Krystyna, M.D., Clinical Pathologist, Life Laboratories, Mercy Medical Center; Medical  
Advisor to CLS programs

### DENTAL ASSISTANT

Bucalo, Donald, D.D.S., Clinical Professor

Bucalo, Lynn, D.D.S., Clinical Professor

Circosta, Gary, D.D.S., Clinical Professor

Coughlin, Kevin, D.D.S., Clinical Professor

Haluch, Mathew, D.D.S., Clinical Professor

Leff, Robert, D.M.D., Clinical Professor

Lopez, Marcus, D.D.S. Clinical Professor

Maslowski, James, D.M.D., Clinical Professor

Megas, John Jr., D.M.D., Clinical Professor

Pahl, Ronald, D.D.S., Clinical Professor

Quinn, Maureen, D.D.S., Clinical Professor

Quinn, Robert, D.D.S., Clinical Professor

Rappaport, Gary, D.D.S., Clinical Professor

Rappaport, Robert, D.D.S., Clinical Professor

Reen, David, D.M.D., Clinical Professor

Reen, Thomas, D.M.D, Clinical Professor

Sheehan, Robert, D.D.S., Clinical Professor

Torchia, John, D.D.S., Clinical Professor

Trecker, Jonathan, D.D.S., Clinical Professor  
 Trombly, Kevin, D.D.S., Clinical Professor  
 Welch, Paul, D.M.D., Clinical Professor  
 White, Richard, D.D.S., Clinical Professor  
 Winn, Gerard, D.D.S., Clinical Professor  
 Yanni, Janice, D.D.S., Clinical Professor

#### **DIAGNOSTIC MEDICAL IMAGING - SONOGRAPHY**

Blais, Steve, RDMS, Lead Sonographer, Cooley Dickinson Hospital, Clinical Instructor  
 Bolduc, Shirlene, RDMS, Sonographer, Sonography Associates, Clinical Instructor  
 Costa, Thomas, RDMS, RVT, Sonographer, Rockville General Hospital, Clinical Instructor  
 DelCampo, April, RDMS, Sonographer, Prenatal Testing Center, Baystate Medical Center, Clinical Instructor  
 Grigerick, Darrel, RDCS, Echocardiographer, Non-invasive Cardiology, Baystate Medical Center, Clinical Instructor  
 Harris, Janet, RDMS, Sonographer, Manchester Memorial Hospital, Clinical Instructor  
 Kern-Warnock, Christine, RDMS, Manager, Sonography Department, Amherst Medical Center, Clinical Instructor, Clinical Coordinator  
 Krol, Melanie, RDMS, RVT, Sonographer, Holyoke Medical Center, Clinical Instructor  
 Mehan, Christina, RDMS, Sonographer, Greater Hartford Women's Health Associates, Clinical Instructor, Clinical Coordinator  
 Mojica, Tonya, RDMS, Sonographer, Baystate Medical Center, Clinical Instructor  
 Quinn, Marie, RT(R), RDMS, RVT, Supervisor, Ultrasound, Windham Hospital, Clinical Instructor  
 Royer, Denise, RDMS, Manager, Prenatal Testing, Hartford Hospital, Clinical Instructor  
 Russ, Tanya, RDMS, Sonographer, OB/Gyn Ultrasound, St. Francis Medical Center, Clinical Instructor  
 Turgeon, Michele, RDMS, Supervisor, Ultrasound, Mercy Hospital, Clinical Instructor

#### **MEDICAL ASSISTANT**

Adamczyk, Denise, RiverBend, Chicopee  
 Barone, Susan, Hampden County Physicians Associates, Birnie Avenue, Springfield  
 Beaudet, Karen, RiverBend, Springfield  
 Boronak, Debra, Paul Farkas, MD, Springfield  
 Bowler, Les,  
 Camus, John, Hampden County Physicians Associates, Springfield  
 Darasz, Maria, Human Resources, Wing Memorial/Palmer Medical Center  
 Dutton, Kathy, OP/Med Surg, Mercy Medical Center  
 Fogg, Lynn, Baystate Medical Practices, South Hadley Adult Medicine  
 Gaskin-Rice, RoseAnn, BSMC Neighborhood Clinic, Mason Square  
 Howard, Judy, Wing Memorial Hospital, Ludlow and Wilbraham  
 Jackson, Rebecca, Valley Medical Associates, Springfield  
 Jankowski, Carole, BSMP East Longmeadow, West Side Adult Medicine  
 Kelliher, Nancy, Hampden County Physicians Associates, West Springfield  
 Lesiewski, Jean, Dr. Paul Taylor, Westfield  
 Mateus, Mary, Life Labs, Mercy Medical Center  
 Maupin, Don, Baystate Medical Practices, Mary Lane Adult Medicine Maynard, Ann, Baystate Medical Center ED  
 Morgan, Rob, BSMC Wesson Women's  
 Moriarty, Ellen, BSMC Medical Facilities, Springfield Myers, Barbara, RiverBend, Agawam  
 Rennell, Mary Ellen, Western Mass Medical Group, Springfield  
 Rivera, Sonia, Baystate Brightwood Health Center  
 Roberts, Paige, Sumner Pediatrics, Springfield  
 Salvador, Maria, HCPA Ludlow  
 Schermahorn, Joan, RiverBend, Westfield

## DIRECTORIES

Sirois, Renee, Hampden County Physicians Associates, Boylston St., Springfield  
Sydarak, Cheryl, Baystate High Street Health Center  
Thoma, Vicky, Baystate Medical Practices, Ludlow Adult Medicine, Wilbraham Adult Medicine  
Trucz, Judy, Wing Memorial Hospital, Palmer  
Wurst, Dahlia, HCPA, Wilbraham  
Yelinek, Linda, Baystate High Street Health Center

### NUCLEAR MEDICINE

Bryda, Victoria, A.S., CNMT, Clinical Coordinator, Clinical Nuclear Medicine, Hartford Hospital  
Cowher, Jessica, A.S., CNMT, Clinical Coordinator, Clinical Nuclear Medicine, Manchester Memorial Hospital  
Dentsman, Edward, M.D., Chief, Nuclear Medicine, Manchester Memorial Hospital  
Gianturco, Laurie, M.D., Medical Director - Baystate Medical Center, Program Medical Director  
Heller, Gary V., M.D., Medical Director, Nuclear Cardiology, Hartford Hospital  
Masse, Michele, B.S., CNMT, Clinical Coordinator, Nuclear Cardiology, Hartford Hospital  
Quackenbush, Brad, A.S., CNMT, Clinical Coordinator, Mercy Medical Center  
Rosenberg, Ronald J., M.D., Associate Medical Director, Clinical Nuclear Medicine, Hartford Hospital  
St. Jacques, Jayson, M.D., Medical Director - Nuclear Medicine, Mercy Medical Center  
Tanner, Michael, B.S., CNMT, Clinical Coordinator, Nuclear Medicine, Baystate Medical Center

### OCCUPATIONAL THERAPY ASSISTANT

Bantis-Michon, Ashley, OTR/L, Therapeutic Staff, Children's Therapy Center of the Pioneer Valley  
Baum, Nancy, OTR/L, Therapeutic Staff, Agawam Public Schools  
Broderick, OTR/L, Program Manager, Heritage  
Bulan, Tricia, OTR/L,  
Calcano, Grace, OTR/L, Clinical Staff, Baystate Health Systems  
Cecchi, OTR/L, Owner, Children's Therapy Center of the Pioneer Valley  
Champagne, Tina, OTR/L, Clinical Staff, Cooley Dickinson Hospital  
Charest, Elaine, OTR/L, M.S., M.B.A., Manager of Rehabilitation Services, Shriners Hospital  
Corey, Karen, OTR/L, Regional Manager, Holyoke Health Center  
Curtis, Betsy, OTR/L, Clinical Staff, Fairview Rehabilitation  
Decker, Lena, COTA/L, Therapeutic Staff, Westfield Public Schools  
Ethridge, Liz, OTR/L, Therapeutic Staff, Hampshire Education Collaborative  
Fellows, Colette, OTR/L, Director of Occupational Therapy, Cooley Dickinson Hospital  
Fontaine, Tammy, COTA/L, Clinical Staff, Health South Rehabilitation Hospital  
Gearing, Alison S., OTR/L, Therapeutic Staff, Hampden-Wilbraham Regional School District  
Gelinaz, Tricia, COTA/L, Manager, Wingate of West Springfield  
Genovese, Jodi, OTR/L, Clinical Staff, Noble Hospital, Fowler Unit  
Graves, Laura, OTR/L, Clinical Staff, Heritage Hall North  
Guillemette, Melanie, OTR/L, Clinical Staff, Southwick-Tolland School District  
Howell, Mary, COTA/L, Wilbraham-Hampden Regional School District  
Jacobs, Mary Lynn, OTR/L, Private Practitioner, Performance Rehabilitation  
Katz, Donna, OTR/L, Therapeutic Staff, Ludlow Public Schools  
Kesselheim, Noelle, OTR/L, Therapeutic Staff, Hampshire Educational Collaborative  
Lagates, Jill, OTR/L, Clinical Supervisor, Sisters of Providence Health Systems  
Latore, Debra, OTR/L, Clinical Staff, Shriners Hospital  
Lessard, Julianne, OTR/L, Clinical Staff, Performance Rehabilitation  
Maciorowski, Chester, COTA/L, Clinical Staff, Wingate of East Longmeadow  
Mancuso, COTA/L, Therapeutic Staff, Springfield Public Schools  
Manniello, Kristina, OTR/L, Private Practitioner, Summit Hand Therapy  
Moulton, Barbara, Therapeutic Staff, The Forum House  
Muller, Patricia, COTA/L, Therapeutic Staff, Southwick-Tolland School District  
Munningham, Keith, COTA/L, Therapeutic Staff, Children's Therapy Center of the Pioneer Valley  
Rhul, Kristy, COTA/L, Clinical Staff, Noble Hospital Fowler Unit  
Siguenza, Andrea, PTA, Director of Rehabilitation, Kindred-Parkview Hospital  
Simmons, Joan, Ed.D., M.S., OTR/L, Faculty, Springfield College  
Strauss, Cheryl, OTR/L, OT/PT Manager, Springfield Public Schools  
Strydom, Estelle, OTR/L, Clinical Manager, Genesis Rehabilitation  
Travenier, James, COTA/L, Clinical Staff, Kindred-Parkview



Wallace, Nan, COTA/L Clinical Staff, Baystate Health System  
 Wassung, Christy, COTA/L, Clinical Staff, Baystate Health System  
 Weaver, Kathleen, OTR/L, Clinical Staff, Shriners Hospital  
 Weston, Audrey, OTR, Clinical Staff, Harrington Memorial Hospital

### PHYSICAL THERAPIST ASSISTANT

Christianson, Madelyn, PTA, Sunbridge of Hadley  
 Collin, Kim, PTA, Hospital for Special Care  
 Conz, Pia, PTA, Mercy-Weldon Center  
 Crawley, Maureen, PTA, HealthSouth Rehab Hospital  
 Currie, Nathalie, PTA, Mercy-Weldon Center  
 Dawson, Tina, PTA, VA Medical Center  
 Dell-Aera, Rosemary, PTA, BMC – OP  
 Densmore, Nancy, PTA, BMC – OP  
 Diamond, Sharon, PT, VA Medical Center  
 Diamond, Sonja, DPT, Mercy-Weldon Center  
 Emery, Kelley, PTA, New England Ortho PT  
 Ferros, Jeff, BMC – OP  
 Forjester, Agnes, PTA, MVA  
 Grandmount, Stephanie, PTA, Holyoke Medical Center  
 Housch, Adrean, PTA, BMC – OP  
 Jones, Ken, PTA, MVA  
 Koetsch, Joanne, PTA, Springfield Schools  
 LoPriore, Julie, PTA, Mercy-Weldon Center  
 Ludwin, Lauren, PTA, Shriners' Hospital  
 Mancini, Debbie, PTA, Mercy-Weldon Center  
 Major, Tern, PTA, CDH  
 McAvoy, Susan, PTA, Mercy-Weldon Center  
 McDonough, Jody, PTA, Wing Memorial  
 Melvin, Tom, PTA, BM Home Care  
 Pronewicz, Nicole, PTA, Springfield Schools  
 Radon, Matt, PTA, Physical Therapy Partners  
 Raschi, Susan, PTA, Springfield Schools  
 Rinaldi, Jean, PTA, ECHN— Glastonbury HC  
 Ruscio, Nancy, PTA, Shriners' Hospital  
 Stone, Cheryl, PTA, Noble Hospital  
 Weidler, Jody, PTA, Performance Rehabilitation  
 Worden, Betsy, PTA, Sunbridge of Hadley  
 Wrona, Ewa, PTA, Mercy-Weldon Center

### RADIOGRAPHY

Alvaro, Doreen, A.S., RTR, Department Head, Radiology, Shriners Hospital for Children  
 Amos, Maxine, RT(R), Clinical Instructor, Wing Memorial Hospital and Medical Center  
 DePasquale, Anthony, RT(R), Radiology Operations Director, Berkshire Medical Center  
 Dumbbar, Barbara, RT(R) Clinical Instructor, UMass Memorial Center  
 Killian, Dave, RT(R), Clinical Instructor, Baystate Medical Center  
 Kirby, Betty, RN, Education Coordinator, Berkshire Medical Center  
 Quillen, Christine, RT(R), Clinical Instructor/Clinical Coordinator, Berkshire Medical Center  
 Rzewniski, Theresa H., RT(R), Clinical Instructor, Shriners Hospital Vassalo, Peter, RT(R),  
 Technical Manager, Baystate Medical Center

### RESPIRATORY CARE

Chen, Chi, M.D., Springfield Medical Associates, Pulmonary Specialist, Clinical Professor  
 Chassion, Cheryl, R.R.T., Director, Respiratory Care, Mercy Hospital, Clinical Professor  
 Coppola, Michael, M.D., Pulmonary Specialist, Springfield Medical Associates; Clinical Professor  
 Karras, George, M.D., Medical Director, Respiratory Care, Mercy Hospital, Clinical Instructor  
 Langone, Columba, R.R.T., Director, Respiratory Care, Baystate Medical Center  
 Meth, Bruce, M.D., Medical Director, Respiratory Care Program, Springfield Technical Community  
 College, Pulmonary Specialist, Clinical Professor  
 Silver, Rani, R.R.T, Director, Respiratory Care, Holyoke Hospital, Clinical Professor

**SURGICAL TECHNOLOGY**

Avezzie, Laurene, Nurse Educator, Mercy Medical Center

Berryman, Antoinette, A.S., Springfield Technical Community College; B.S., Springfield College;  
CST, Mercy Medical Center

Canegallo, Janice, Clinical Nurse Specialist, Department of Surgery, Baystate Medical Center

Donati, Julie, CST, Mercy Medical Center

Fuller, Deborah, R.N., Surgical Services Clinical Director, Baystate Medical Center

Garrity, Linda, Clinical Director Surgical Services, Mercy Medical Center

Girard, Fran, CST, Director of Materials Management, Mercy Medical Center

McIntyre, Toni, R.N., Nursing Coordinator, Cataract & Laser Center West

McKenna, Dorothy, R.N., Clinical Director, Baystate Medical Center

Phillips, Margaret, OR Educator, Franklin Medical Center

Rossman, MaryJane, A.S., Springfield Technical Community College; Certified Surgical Technologist

# Directions to STCC

## **Coming North on Rt. 91**

Take Exit 6, Springfield Center  
Go straight at traffic light  
At the next light, turn right onto State Street  
Go straight up the hill, through 4 lights  
At the 5th light, at the top of the hill, turn left onto Federal Street  
Turn left into STCC's main gate

## **Coming South on Rt. 91**

Take Exit 7, Downtown Springfield  
Go straight at the light at the end of the ramp  
Turn left at the next light, and proceed straight at the light, onto State Street  
Go straight up the hill, through 4 lights  
At the 5th light, at the top of the hill, turn left onto Federal Street  
Turn left into STCC's main gate

## **Coming from the Massachusetts Turnpike**

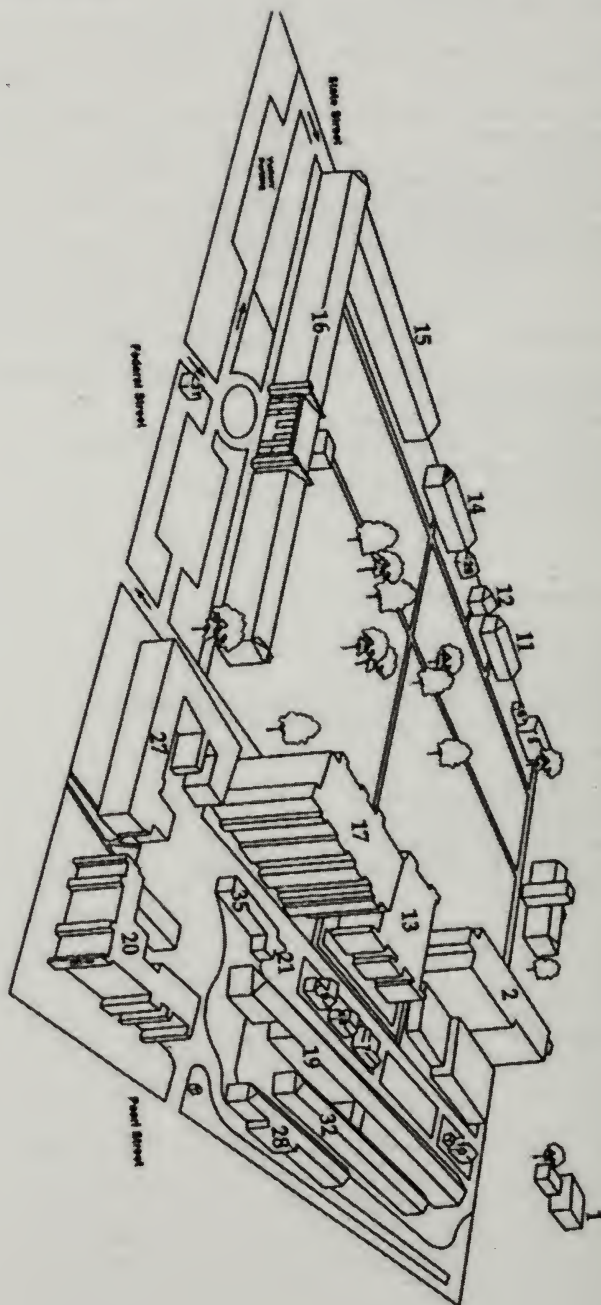
Take Exit 6, Springfield  
At the light, turn left onto Rt. 291 West  
When the road splits, take the right fork to Rt. 91 South, toward Hartford  
The road curves to the left, to merge with Rt. 91  
Take Exit 6, Union Street  
Turn left under the highway  
Turn left again, onto East Columbus Avenue  
Turn right at the next light, onto State Street  
Go straight up the hill, through 4 lights  
At the 5<sup>th</sup> light, at the top of the hill, turn left onto Federal Street  
Turn left into STCC's main gate

## **Parking**

Campus police will direct you to appropriate parking area



# Campus Map



# Map Legend

**Springfield Armory National Historic Site, under jurisdiction of National Park Service**  
1 Commanding Officer's Quarters  
Armory Museum

**STCC campus**  
2 SCIBELLI HALL  
Administrative Computer Center  
Athletics  
Biological Sciences  
Biotechnology  
Business Administration  
Computer Information Technologies  
Conference Center  
Digital Media Production  
Exercise Room  
Gallery Players  
Gallery Snack Bar  
Greenhouse  
Gymnasium  
Health Information Technologies  
Office Information Technologies  
Student Computer Labs  
Theater  
Weight Room

7 Facilities Office

8 Professional Development Center

9 Campus Police

11 Municipal Police Training Council

12 Municipal Police Training Council

13 DELISO HALL  
Developmental English  
Early Childhood Education  
English  
English As a Second Language  
Humanities Computer Lab  
Music  
Writing Center

14 Armory Square Child Care Center  
Graphic Arts Technology

15 GARVEY HALL SOUTH  
Bursar's Office  
Cashier  
Registrar  
Veterans' Affairs

16 GARVEY HALL  
Academic Affairs  
Administrative Services  
Admissions  
Affirmative Action Office  
Bilingual Services  
Business Office  
Enrollment Management  
Financial Aid  
Foundation  
Human Resources  
President  
Radio Station WTCC  
University Without Walls  
Vending food area

17 PUTNAM HALL  
Chemistry  
Civil Engineering Technology  
Computer Systems Engineering Technology

Computer Science Transfer  
Economics  
Electronic Systems Engineering Technology  
Engineering and Science Transfer  
General Studies  
History  
Individualized Learning Center  
Landscape Design and Management Technology Laser  
Electro-Optics Technology  
Law Enforcement/Criminal Justice  
Liberal Arts Transfer  
Mathematics  
Mechanical Engineering Technology  
Physics  
Psychology  
Sociology and Anthropology  
Student Activities and Development  
Student Government Association  
Telecommunications Technology

20 HEALTH PROFESSIONS BUILDING  
Cafeteria  
Campus Store  
Clinical Laboratory Science  
Cosmetology  
Dental Assistant  
Dental Hygiene  
Electrical Engineering Technology  
Health Services  
Medical Assistant  
Massage Therapy  
Nuclear Medicine  
Nursing  
Occupational Therapy Assistant  
Physical Therapist Assistant  
Radiography  
Respiratory Care  
Sonography  
Surgical Technology

21 Plant Growth Room

25 Automotive Technology

27 ABE Center  
Career Services  
Cooperative Education  
Counseling Center  
Disability Services  
Library  
Returning Adult Services  
Storekeeper and Maintenance Shops  
Student Success Center  
Student Support Services  
Transfer Affairs

28 Amy H. Carberry Fine Arts Gallery  
Visual and Performing Arts  
31 Gatehouse  
32 Energy Systems Technology  
35 Civil Engineering Lab  
Plant Science Lab

**STCC TECHNOLOGY PARK**  
Andrew M. Scibelli Enterprise Center  
Center for Business & Technology  
Div. of Economic and Bus. Development  
Mechanical Engineering Technology  
National Center for Information and Communications Technology  
Springfield Business Incubator  
Student Business Incubator  
STCC Entrepreneurial Institute  
Verizon New England Next Step Program





## **STATEMENT ON RACIAL, ETHNIC, AND RELIGIOUS HATRED**

Springfield Technical Community College condemns any deliberate action which promotes racial, ethnic, or religious hatred. We believe that such hatred undermines the goals of education and efforts to build a more just and humane society.

## **POLICY IN SUPPORT OF PLURALISM**

STCC has a policy of unequivocal condemnation of ethnic, religious, cultural, or racial intolerance, whether it be based on any of the aforementioned, handicap status, sex or sexual orientation.

## **POLICY CONCERNING SEXUAL HARASSMENT**

Sexual harassment of a student, an employee, or any other person in the College community is unacceptable, impermissible, and intolerable.

## **COMMUNITY NOTIFICATION OF WHERE TO ACCESS SEX OFFENDER INFORMATION**

Information concerning Level 2 and Level 3 offenders is available to the general public by contacting the Commonwealth of Massachusetts Sex Offender Registry Board, located at PO Box 4547, Salem, MA 01970-4547, (978) 740-6400, or the Springfield Police Department at 130 Pearl Street. Level 3 offender information is also available online at [www.mass.gov/sorb](http://www.mass.gov/sorb). If you have any questions regarding access to this information, please contact the STCC Chief of Police at 755-4211.

Please see the inside back cover of this catalog for additional information.

## Springfield Technical Community College Board of Trustees Diversity Statement

The Trustees commit to lead the College's efforts to create a culturally competent institution that:

1. Fosters a campus environment that is inclusive of all people regardless of handicap status, gender, ethnicity nationally, language, religion or sexual orientation.
2. Respects all of its faculty, staff, students for their similarities and differences as individuals.
3. Builds a learning community that promotes the understanding of differences as a way of becoming culturally competent.
4. Partners with the external community to promote diversity throughout the region.

### **Statement of Nondiscrimination**

Springfield Technical Community College is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, religion, or disability in its educational programs or in admission to, access to, treatment in, or employment in, its programs or activities as required by Title VI, Civil Rights Act of 1964; Title IX, Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; and regulations promulgated thereunder 34 C.F.R. Part 100 (Title VI), 34 C.F.R. Part 104 (Section 504), 34 C.F.R. Part 106 (Title IX), and M.G.L. c 516. All inquiries concerning application of the above should be directed to the Affirmative Action Officer and Title IX Coordinator, or the Section 504 Coordinator.

### **Americans with Disabilities Act**

Springfield Technical Community College advises applicants, participants, and the public that it does not discriminate on the basis of disability in admission or access to, or treatment or employment in its programs, services and activities. Inquiries, requests and complaints should be directed to the ADA Coordinator, STCC, One Armory Square, Building 27, Room 258, Springfield, MA 01105. The telephone number is 755-4785.

### **Student Right to Know Disclosure**

Notice is hereby given that, in accordance with the Student Right to Know Act (Title I of Public Law 101-542), the graduation rates of degree-seeking, full-time students are available to all current or prospective students from the Office of the Registrar, and will be provided upon request.

### **Campus Safety Disclosure**

Notice is hereby given that, in accordance with the Student Right to Know Act (Title II of Public Law 101-542), the Uniform Campus Crime Report from Springfield Technical Community College is available from the College's Office of Campus Safety, and will be provided upon request.

### **Smoke-Free Buildings**

All buildings at Springfield Technical Community College are smoke-free. Designated sites for smoking are located outside all campus buildings.

---

### **Information Subject to Change**

This catalog is published as a convenient source of information for prospective students and for the general public. To allow for unforeseen developments that may occur along budgetary or other lines, the College reserves the right to add or delete courses and programs or to revise tuition, fees, and insurance requirements described herein.





# Springfield Technical Community College

Exceptional Education. Proven Results.